



GUIDE TO
INDEPENDENT LIVING
for TRANSITIONAL-AGE and
EMANCIPATED FOSTER YOUTH



ALAMEDA COUNTY
COURT APPOINTED SPECIAL ADVOCATES PROGRAM

GUIDE TO INDEPENDENT LIVING

*for TRANSITIONAL-AGE and
EMANCIPATED FOSTER YOUTH*

ALAMEDA COUNTY COURT APPOINTED
SPECIAL ADVOCATES PROGRAM (ACCASA)

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BACKGROUND

THIS GUIDEBOOK HAS BEEN created so that foster youth transitioning to independent living can have a thorough understanding of their legal rights and how to best utilize the resources available to them.

In addition, this guide explains to Court Appointed Special Advocates (CASAs) how they can best assist the youth for whom they are serving as advocates to become independent and responsible adults. The vast majority of foster youth have encountered a great deal of challenges in life and need consistent and ongoing support to reach their potential. Through consistent mentoring and advocacy, these young people have a greater chance of avoiding homelessness, prison or being subjected to other poor outcomes.

The Alameda County Court Appointed Special Advocates (ACCASA) program was established in 1987. Our mission is to train and provide quality volunteers to advocate for the best interests of abused and neglected children in the dependency court system. Throughout our history, CASA volunteers have helped to meet the emotional and physical safety needs of thousands of children. Our volunteers advocate for educational, mental health, medical/dental, and family/sibling visitation needs, and they work to increase the likelihood that children are placed in homes where they will thrive. The one-on-one relationship between the volunteer and dependent child is sometimes the only stable relationship the child has while in foster care.

In 2003, Alameda County CASA determined that it was imperative to extend our services to advocate for older youth and improve their emancipation outcomes. We established the CASA Group Homes Program to recruit volunteers to advocate for transitional age youth and assist them with their emancipation needs. To better recruit volunteers, we began by raising awareness about emancipation outcomes and the support needed for older youth to prepare them for their transition to independent living.

After working with group home and transitional age youth for three years, we evaluated the project’s results and submitted our findings to the Alameda County CASA leadership. They were overwhelmingly convinced that advocacy by volunteers for transitional age youth should become a permanent program. Since the inception of the Group Homes Program, Alameda CASA has increased the number of older youth served by 50 percent. Improved emancipation outcomes among CASA youth indicates that the Group Homes Program has significantly improved the ability of transitional age and emancipated foster youth to increase their chances of having successful and independent lives as adults.

PURPOSE OF GUIDE

The Guide to Independent Living for Transitional Age and Emancipated Foster Youth was designed to provide Alameda County CASA volunteers and youth with resources and checklists for emancipation preparation. CASA youth will be encouraged to use this guide prior to their dismissal from dependency, ideally beginning at 15 years of age. This will enable youth to have adequate time to prepare for their emancipation and understand the services and resources available to them during this process. Volunteers will teach their assigned youth how to understand and make the best use of this guide. This guide provides our volunteers and youth with both practical and accessible information. In addition, we hope to educate and empower our foster youth to plan for their future by taking the time to thoroughly review this guide with their CASA volunteer.

CASA volunteers also work with the team to coordinate services and offer assistance with completing tasks in the Transitional Independent Living Plan (TILP). To effectively advocate, CASA volunteers get to know the youth and speak to everyone involved in their life, including the youth's family members, teachers, attorneys, social workers, therapists, psychiatrists, and others. CASA volunteers research the facts of the case, create a plan for advocacy, facilitate a collaborative relationship between all parties on the case, make written recommendations to the court and monitor progress towards established goals. The information they gather and their recommendations help the court make informed decisions.

Alameda County CASA believes it is critical to provide adequate and consistent adult guidance to youth during their emancipation process. Unfortunately, many foster children face a lack of consistency among the professionals involved in their case. High child welfare worker caseloads and frequent case reassignments result in little time to develop relationships. Not only do child welfare workers change, but youth often lack continuity among other professionals, including caregivers, attorneys, teachers, therapists, psychiatrists, judges/commissioners, etc. This constant movement of professionals in their lives often leads to a lack of continuity in care and can contribute to poor emancipation outcomes.

Here in Alameda County, at least 60 percent of youth emancipating from foster care become homeless within one year, according to the Alameda County Ombudsman's Office. The Children's Law Center of Los Angeles predicts that 50 percent of former foster youth will become unemployed. Fewer than 10 percent enroll in college, and only one percent graduate. Sadly, an astounding 25 percent of former foster youth will become incarcerated within two years of

emancipation. This is both shocking and, we believe, unnecessary if our youth have adequate and consistent support during their emancipation process.

This is where a CASA can make a significant difference. CASAs ensure that all professionals newly involved in the case are consistently being updated to ensure they have adequate and current information. Advocates also monitor progress toward established goals and follow up with professionals to ensure tasks are completed in a timely manner. Due to the fact that transitional age youth are required to meet application deadlines and enroll in numerous supportive services, it is important for someone to adequately monitor their progress. CASAs can be the person who assists the team to ensure that a foster youth's needs are met and help the youth to achieve positive outcomes. They help youth set and achieve realistic goals, develop skills and move toward greater independence.

CASA volunteers can be the difference between success and failure in a foster youth's life. By simply listening, encouraging, guiding and speaking up for a foster youth, CASA volunteers help them to reach their full potential. Clearly, the combination of consistent mentoring and advocacy for a youth's needs results in a much greater chance that these individuals will achieve a bright, successful future.

DISCLAIMER

Although we have verified all of the telephone numbers and other contact information listed in this guide, we know that there will be corrections, updates and important resources we may have missed. Please call the CASA office at 510.618.1950 with any information that will help us update the directory.

Alameda County CASA assumes no responsibility for errors or omissions. CASA disclaims any responsibility for any liability, loss, or risk, personal or otherwise, which is incurred as a consequence, directly or indirectly, of the use and application of any of the contents of this guide.

FOR ADDITIONAL COPIES

For additional copies of this guide, you can access it for free from the Alameda County CASA Web site at <http://www.casaofalamedacounty.org>.

TELEPHONE TIPS

Before you contact an agency or other organization, be sure to review these helpful tips.

1. **Always have a pen and paper** with you before calling an agency.
2. **State your name and where you live.** Sometimes agencies will refer you to another number in your area.
3. **State the reason you are calling:**
 - Say, "I'm calling regarding," and then state your request.
 - Ask the person helping you for his or her name. This way you can refer to them by name during the conversation and also document who you spoke with in case they give you wrong information and/or you need to speak with that person again. Make sure you get the correct spelling of their first and last name and write down the information.
 - Say, "I would like to make an appointment for the following...," and then state your request.
 - Say, "I was told to call your office by (give name) from (agency)."
 - I am returning (name of individual)'s call regarding...
4. **Be prepared.** Describe why you are contacting them. Make sure you have any necessary documents available when calling (i.e., driver's license, Social Security number, etc.)
5. **Take brief notes** of your conversation.
 - Be polite, and if you don't understand something, ask them to repeat it and clarify so there aren't any misunderstandings.
6. **Follow up:**
 - If you do not have a reliable phone number of your own, find out if and when you need to call back. Another option is to leave the name and number of someone you can trust to convey a message to you.
 - Ask if they will be creating a computer log of the conversation.
 - Ask if you should ask to speak to the same person when you call back.
 - If you have made an appointment, repeat the date, time and location to ensure you heard it correctly, then write it down and keep that information where you will not forget or lose it.
 - Confirm the address and business hours of the agency.
 - Be sure to ask what documents or other information you will need to bring with you to your appointment.
 - If the agency will be sending you information, ask them by what date you should expect to receive it.

THIS SECTION INCLUDES a list of Foster Youth Rights. Volunteers should familiarize themselves with these rights and encourage their youth to do the same. Youth should also be encouraged to discuss concerns with their caregivers, child welfare workers and/or attorneys. If volunteers have concerns regarding the care, services or placement of children or youth in foster care, they should discuss their concerns with the youth's team. If youth feel that an adequate resolution was not reached and would still like to file a complaint, they have the right to contact the following agencies/commissions:

Alameda County Ombudsperson: 510.268.2365

California State Ombudsperson: 1.877.846.1602

Community Care Licensing: 650.266.8800

****NOTE:** Foster children have a right to file a complaint at any time. If the youth feels that the issue can be resolved through dialogue, we want to encourage them to discuss the issue constructively with the other party. This is an excellent way for youth to learn negotiation skills and how to deal responsibly and tactfully with authority figures and other adults. In cases of serious violations or fear of retaliation, the youth should contact one of the above immediately.*

YOU HAVE THE RIGHT TO LIVE IN A SAFE, COMFORTABLE HOME WITH:

- Enough clothes and healthy food.
- Your own place to store your things.
- An allowance (if you are in a group home).
- A phone that you can use to make confidential calls (unless a judge says you cannot).

YOU HAVE THE RIGHT TO:

- Be treated with respect.
- Go to religious services and activities of your choice.
- Send and receive unopened mail (unless a judge says someone else can open your mail).
- Contact people who are not in the foster care system (like friends, church members, teachers, and others).
- Contact child welfare workers, attorneys, probation officers, CASAs, foster youth advocates and supporters, or anyone else involved with your case.
- Have the opportunity to talk about your placement with your child welfare worker or probation officer.

NO ONE CAN:

- Lock you in a room or building (unless you are in a community treatment facility).
- Abuse you physically, sexually or emotionally for any reason.
- Punish you by physically hurting you for any reason.
- Look through your things unless they have a good and legal reason.

CONNECTION WITH A CARING ADULT:

- You have the right to identify and maintain relationships with people who are important to you, as long as it's in your best interest. The intent of current California law is that no child shall leave foster care without a permanent, caring relationship with an adult. Talk to your child welfare worker or attorney about adults in your life that you have this kind of relationship with. It might be a relative, an employer, a minister or priest, a coach, or any other adult you respect who has your best interests at heart.

YOU HAVE RIGHTS AT COURT TOO. YOU CAN:

- Go to court and talk to the judge.
- See and receive a copy of your court report and your case plan; your child welfare worker should ask you to sign your case plan so you are aware of its content.
- Keep your court records private, unless the law says otherwise.
- Ask for and receive information from your child welfare worker, probation officer or attorney about any changes in your case plan or placement.

YOU HAVE HEALTH RIGHTS. YOU CAN:

- See a doctor, dentist, eye doctor, or talk to a counselor if needed.
- Refuse to take medicines, vitamins or herbs (unless a doctor or judge says you must).

YOU HAVE SCHOOL RIGHTS. YOU CAN:

- Go to school every day.
- Go to after-school activities that are appropriate for your age and developmental level.

YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:

- Have your own emancipation bank account (unless your case plan says you cannot).
- Learn job skills appropriate for your age.
- Work, unless the law says you are too young.
- Manage the money you earn. (If it's in your case plan and appropriate for your age and developmental level).

- Go to Independent Living Skills Program (ILSP) classes and activities if you are old enough; your child welfare worker should refer you to ILSP when you are 15½ years old.

YOU HAVE FAMILY RIGHTS TOO. YOU CAN:

- Visit and contact your brothers and sisters (unless a judge says you cannot).
- Contact your parents and other family members (unless a judge says you cannot).

YOU HAVE THESE RIGHTS TOO. YOU CAN:

- Tell the judge how you feel about your family, lawyer, and child welfare worker.
- Tell the judge what you want to happen in your case.
- Have your own lawyer.
- Live with a family member if that would be a safe place.
- Call the Foster Care Ombudsman Office and Community Care Licensing at any time.
- Get help with school if you need it.

YOU HAVE THE RIGHT TO PARTICIPATE IN SOCIAL ACTIVITIES:

- You can participate in age-appropriate extracurricular enrichment and social activities such as church, school and community activities, sleep-overs with friends, scouting and clubs, without criminal background checks being required of chaperones, friends and their parents or supervisors.

DISCRIMINATION

If you feel you are being discriminated against because of your sex, race, color, religion, or for any other reason, please contact the Foster Care Ombudsman Help-line at 1.877.846.1602. If you are lesbian, gay, bisexual, transgender or questioning your sexual orientation, your rights and protections include not being subjected to discrimination or harassment on the basis of your actual or perceived sexual orientation or gender identity. Call the Ombudsman's Office if you need help with filing a discrimination complaint.

ADDITIONAL FOSTER YOUTH RIGHTS

YOU HAVE THE RIGHT TO TALK TO THE JUDGE:

- You can talk to the judge yourself. You can write a letter to the judge who hears your case, or attend your court hearings and talk to the judge there. You can tell the judge how you are being treated where you live and if you want something to change.

YOU HAVE THE RIGHT TO RECEIVE GOOD CARE IN YOUR PLACEMENT AND TO:

- Be placed with a relative first, if it is safe, before being placed in a foster home.
- Arrange to visit the foster home or group home before you are placed there, if possible.
- Receive an explanation of the reason for your placement.
- Keep your cultural and ethnic identity.
- Be medically, emotionally, and educationally secure.
- Ask for what you would like for your future.
- Receive a visit once a month from your child welfare worker.

YOU HAVE THE RIGHT TO CLOTHING ALLOWANCES:

- Foster parents and group homes must buy you clothing throughout the year with the money they receive for your care.
- If you feel that your clothing allowance is not being spent on you, you should inform your child welfare worker.
- Foster youth should receive an additional clothing allowance once a year for extra clothing. The amount is usually around \$200 for older youth, but your child welfare worker may be able to get an additional \$100.
- If you need clothes in an emergency, talk to your child welfare worker. They may be able to get you some emergency funds.

YOU HAVE RIGHTS REGARDING YOUR SIBLINGS AND MAY:

- Have a case plan that identifies how you and your family will keep in touch.
- Visit and contact your brothers and sisters (unless a judge orders otherwise).
- Receive the addresses of your sibling(s) who are in foster care. You should receive this information from your child welfare worker when you are dismissed from dependency.
- Ask a judge for an order to visit your siblings if they are waiting to be adopted. (The judge can prevent you from seeing each other, but you **can** ask.)
- Be shown preference as a foster care placement for your younger brothers and sisters still in foster care. (You must pass a criminal background check, complete training, and meet all the requirements that regular foster parents who are not relatives are required to meet.)
- Adopt younger siblings. Your age may not matter if you are married and your husband or wife agrees to adopt them. You must have consent of the child's parents, or have the court terminate the parents' rights. If the child is 12 years of age and older, he or she must agree as well. For children with special needs, there are adoption assistance payments so you may be able to obtain financial assistance if you adopt your sibling(s).

***NOTE:** Your child welfare worker must try to place brothers and sisters in the

same foster home (unless it is not in your best interests). When this is not possible, the child welfare worker must explain to the court why you and your siblings are not living together and what he or she is doing to place you together.

REGARDING SCHOOL SUSPENSIONS, YOU HAVE THE RIGHT TO:

- Receive services first and not be suspended for being late to class or skipping school.
- Have your behavior corrected by means other than suspension whenever possible.
- Not be suspended for more than five days at a time (unless the school recommends expulsion).
- Have your educational surrogate or caregiver know of your suspension and meet with school officials about it.
- Receive a hearing with witnesses, evidence and an attorney or other adult advocate if the school recommends an expulsion. A three-judge panel will hold a hearing that must be within 30 days of the time the school stated you misbehaved. The school must tell you the date of the hearing at least 10 days before they hold the hearing.
- Not be expelled if you prove at the hearing that you did not do what you have been accused of, or if you can prove that the school did not follow the law. For more information about expulsions, visit the Lawyers' Committee for Civil Rights at: http://www.lccr.com/race_impact_litigation_education.shtml

YOU HAVE THE RIGHT TO HEALTH CARE THAT INCLUDES:

- Medi-Cal until you reach age 21. If you were in foster care until age 18 and "aged out" of care, then you can get free health care until your 21st birthday. To keep your health care free, you must report your address once a year to the Independent Living Skills Program (ILSP) office.
- Applying at your local service department to reinstate your Medi-Cal after a break in coverage.
- Access many health benefits with Medi-Cal, including eyeglasses (one pair per year), dental care (braces are not covered, unless determined to be medically necessary), family planning services and supplies (birth control, condoms, etc.), prescribed medication, hospital care, doctor visits, screening for health needs, and much more!

Visit <http://www.medi-cal.ca.gov> for a more detailed explanation of the health services you are eligible for as a Medi-Cal recipient.

***NOTE:** If you move to another state, you may not be able to take your free health care with you. Call Medi-Cal before you move to find out what benefits are available in that state.

YOU HAVE THE RIGHT TO MENTAL HEALTH SERVICES:

- During your comprehensive medical screening, your doctor should ask you about mental health issues. For example, if you think you have an eating disorder, severe depression or are suicidal, then you have a right to be evaluated to see if you qualify for services.
- If you discover that you have any mental health issues, then you have a right to get help for anything medically necessary. “Medically necessary” means that your ability to function has been impaired.

YOU HAVE THE RIGHT TO FAMILY PLANNING SERVICES:

- Medi-Cal covers all family planning services, including birth control and abortions. If you don’t have Medi-Cal or any other insurance, you can still obtain care at clinics such as Planned Parenthood.
- If you meet certain income requirements, you can access “Family Pact.” These services are available to both men and woman who live in California. Call **1.800.942.1054** for a location near you.

IF YOU ARE PREGNANT OR A PARENT, YOU HAVE THE RIGHT TO:

- Make the decisions regarding your pregnancy and baby. No one else, including your foster parents, child welfare worker, or your judge, can ask you to have the baby, have an abortion, or give the baby up for adoption.
- Keep your baby while in foster care and raise your baby yourself.
- Access to services such as Women, Infants & Children (WIC), the Black Infant Health Program, parenting classes, and Improving Parenting Outcomes Program (IPOP). Ask your child welfare worker to assist you in learning about and enrolling in these programs.
- Have Medi-Cal pay for the procedure if you decide to terminate your pregnancy.
- Have your foster or group home receive an additional \$300 per month if you have a baby, so you can pay for diapers, food, clothes and other items your baby may need.
- Keep your baby unless he or she is in danger or you are abusing or neglecting the baby. If this happens, you will have to go to court and prove otherwise.
- Determine a visitation schedule with the baby’s other parent. If you are having difficulty agreeing on visitations, the courts can decide on visitation and custody issues.

YOU HAVE THE RIGHT TO PRIVACY CONCERNING MEDICAL VISITS REGARDING SEXUAL ISSUES:

- When you are in foster care, your parents, foster parents or child welfare worker will usually know the results of your sexually transmitted disease

tests. If you do not want them to know, you have a right to keep some information private.

- Regardless of the circumstances, you can go to an appointment privately for the following:
 - Abortion
 - Birth control
 - Pregnancy
- If you are at least 12-years-old, you can visit the doctor by yourself, for the following:
 - Sexually transmitted diseases (STDs)
 - Alcohol/Drug Treatment
 - HIV testing
 - If you are a rape victim
- To better protect your privacy, you can sign up for free for Medi-Cal Minor Consent Insurance at the Alameda County Welfare Office. With this program, your information will remain confidential. In contrast, if you use regular Medi-Cal there is no guarantee that your information will be confidential. Be sure to also tell your doctor that you want your information to remain confidential so your doctor is more careful about revealing matters you would prefer to remain private.

YOU HAVE THE RIGHT TO CONFIDENTIALITY:

- For the most part, your child welfare worker, CASA, judge and foster parents must keep your records and personal business confidential. They can only share records with people if it is necessary. If a judge wants people who are not on your case to view your records, he or she must hold a special hearing to obtain your feedback. Keep in mind that the judge makes the final decisions.
- If you feel that people are telling others confidential information about you, contact your attorney or child welfare worker. You may also contact the State Ombudsman’s Office at 1.877.846.1602.

YOU HAVE THE RIGHT TO OBTAIN YOUR FOSTER CARE RECORDS:

- When a judge dismisses your case, he or she must make sure you know how to obtain your records.
- You can see and obtain a copy of your court report and your case plan. No court order is required.
- You can keep your court report records private unless a judge determines otherwise.
- You can ask to be told by your child welfare worker, probation officer and attorney about any changes in your case plan or placement.
- To see your records, you should tell your attorney or child welfare worker to

ask the court. You can also ask your attorney to show you records that are in his or her file. If you want to, you can have copies of these files made for your own records.

- You can seal your juvenile dependency records when you are at least 18-years-old and your dependency has been dismissed. These files include why you were removed from your parents and actions towards you by the court over the years. Even if you do not seal these records yourself, they are automatically sealed five years after you leave the system.

YOUR RIGHTS REGARDING POLICE INVOLVEMENT

If you are in a situation involving the police, you should know your rights. If you are arrested, be polite and courteous. Your foster parents, caregiver or attorney should be present, write down everything that happened, and seek medical attention if you are injured by the police, and take photographs of the injuries. This is not a complete list, but it will give you a good starting point.

During an encounter with law enforcement, DO NOT:

- Argue with the police.
- Resist arrest.
- Run away.
- Place your hands where the police can't see them.
- Sign anything unless your attorney is present and approves it.
- Give a false or incorrect name.

YOU HAVE THE RIGHT TO:

- Remain silent. If you did something illegal or wrong, or are not sure if you did anything illegal, it's probably best to exercise your right to remain silent.
- Request a lawyer. If they are asking you questions and you are not free to leave, politely tell them you would like to speak with a lawyer.
- State politely that you do not want the police officer to search you or your things, and that you have a right not to be searched unless they have probable cause. This means the police are required to tell you why they think you did something wrong.

WHEN YOUTH'S STATUS CHANGES FROM DEPENDENCY TO DELINQUENCY

If you commit a crime, your child welfare worker and the probation department must hold a meeting. They will discuss the incident and what is in your

best interest as well as the community's. This meeting or hearing is known as a 241.1 meeting. The recommendation created at the meeting will be given to the judge, and he or she will decide whether to keep you as a dependent or change your status to a juvenile delinquent or wardship.

As a dependent, you have a child welfare worker and dependency attorney. You can also continue to be served by the CASA program. If you become a juvenile dependent, otherwise known as a 602, you will only have a probation officer. You will be put on probation with consequences such as electronic monitoring, community service and restitution. Your case will be transferred to another attorney who handles delinquency cases. In addition, the CASA program is currently unable to submit court reports to probation and, most often, the CASA volunteer resigns from the case. The best way to avoid this is to **STAY OUT OF TROUBLE.**

CASAs should be sure to let their youth know the serious consequences of committing a crime to help them avoid any temptations that might come their way.

SEALING CRIMINAL RECORDS

Sealing a California juvenile record means that those charges, arrests and probation status reports contained in your record cannot be seen by anyone without your permission. Once a record is sealed, you can legally tell any future employer or school admissions officer, for example, that you were never arrested.

A California juvenile court record may be sealed when you turn 18, or five years after your last juvenile court case ended. You must ask the juvenile court to seal the records. If you were 14 or older when you committed a felony, a serious misdemeanor or certain vehicle violations, the juvenile court does not have to seal your records.

To seal your records you must:

- Contact the juvenile court in the County in which you were convicted, and ask them to send you a copy of the form used for sealing records in that County.
- Complete the form and file it with the juvenile court in the County in which you were convicted.
- Check to see if they have any special filing requirements, such as additional photocopies or the need to serve any government agencies with copies of the petition, and get the correct information for filing by mail.
- Ask them if there is a fee for getting your records sealed.

ENTERING ADULTHOOD— THE EMANCIPATION PROCESS

YOU HAVE THE RIGHT TO EMANCIPATE EARLY

There are three ways to become emancipated:

- Get married. You must be at least 18-years-old and your parent(s) or guardian(s) and the judge must consent to the marriage. Once you are married, you are emancipated.
- Join the Army, Navy, Coast Guard, Air Force, or Marines. First you must be accepted to one of these military branches, and then your parent(s) or guardian(s) must agree. Once you join, then you are emancipated.
- Ask the judge to allow you to emancipate early. You have to be at least 14 years of age, and prove that you are willing and able to live on your own and have a steady, legal income that will allow you to live independently. If you meet all the requirements and the judge thinks it's in your best interests, then you can emancipate early.
- You can find more information about early emancipation at: <http://www.courtinfo.ca.gov/selfhelp/family/emancip/> or <http://www.courtinfo.ca.gov/forms/documents/mc301.pdf>. Keep in mind that if you emancipate early, you may not have automatic Medi-Cal until age 21, you lose the rights to foster care payments or benefits, and no one else is responsible for your actions.

YOU HAVE THE RIGHT TO ATTEND ALL OF YOUR COURT HEARINGS

- It is important to attend all of your court hearings, and it is very important to attend your dismissal hearing to make sure you have all the necessary documents and paperwork completed before your dismissal from dependency.
- Attend your 391 hearing.
 - California legislation requires that a hearing be held **before** dependency is dismissed by the court due to a youth reaching the age of majority.
 - The purpose of the 391 hearings—named after the section of the Welfare and Institutions Code mandating them—is to ensure that a youth is not released from the system without a place to live, a source of income, medical insurance, a job or a school program in place, and with copies of their birth certificate and other necessary documents.
 - 391 hearings ensure that emancipating youth have a realistic plan in place to meet their basic needs.

YOU HAVE THE RIGHT TO ENSURE THAT EMANCIPATION ITEMS HAVE BEEN COMPLETED BEFORE YOUR DISMISSAL FROM DEPENDENCY

According to Welfare and Institutions Code 391, the judge must make sure that at any hearing to terminate jurisdiction over a dependent child who has reached the age of majority, the county welfare department shall do both of the following:

- a. Ensure that the child is present in court, unless the child does not wish to appear in court, or document efforts by the county welfare department to locate the child when the child is not available.
- b. Submit a report verifying that the following information, documents, and services have been provided to the child:
 1. Written information concerning the child's dependency case, including his or her family history and placement history; the whereabouts of any sibling(s) under the jurisdiction of the juvenile court, unless the court determines that sibling contact would jeopardize the safety or welfare of the sibling; directions on how to access the documents the child is entitled to inspect under Section 827; and the date on which the jurisdiction of the juvenile court would be terminated.
 2. The following documents, where applicable: social security card, certified birth certificate, health and education summary as described in subdivision (a) of Section 16010, identification card, as described in Section 13000 of the Vehicle Code, death certificate of parent or parents, and proof of citizenship or residence.
 3. Assistance in completing an application for Medi-Cal, or assistance in obtaining other health insurance; referral to transitional housing, if available, or assistance in securing other housing; and assistance in obtaining employment or other financial support.
 4. Assistance in applying for admission to college or to a vocational training program or other educational institution, and in obtaining financial aid, when appropriate.
 5. Assistance in maintaining relationships with individuals who are important to a child who has been in out-of-home placement in a group home for six months or longer from the date the child entered foster care, based on the child's best interests.
- c. The court may continue jurisdiction if it finds that the county welfare department has not met the requirements of subdivision and that termination of jurisdiction would be harmful to the best interests of the child. If the court determines that continued jurisdiction is warranted pursuant to this section, the continuation shall only be ordered for that period of time necessary for the county welfare department to meet the requirements of subdivision.

This section shall not be construed to limit the discretion of the juvenile court to continue jurisdiction for other reasons. The court may terminate jurisdiction if the county welfare department has offered the required services, and the child either has refused the services or, after reasonable efforts by the county welfare department, cannot be located.

- d. The Judicial Council shall develop and implement standards and develop and adopt appropriate forms, necessary to implement this section.

If you have not been provided with the above services, information and papers, you should attend your hearing so you can communicate this to your attorney and the judge.

If you do not have your required paperwork when leaving foster care, you must communicate this to your attorney and the judge. Insist that you have them before the judge dismisses your case.

RESOURCE FOR CHILDREN'S RIGHTS

Every Child, Every Hearing: How to Ensure the Daily Well-Being of Children in Foster Care by Enforcing Their Rights, is a booklet that offers a comprehensive set of questions that helps professionals gather information to better ensure that every child's rights are enforced at every hearing. This booklet lists key questions that must be asked and followed up on for every child in foster care. For a copy of the guide, please contact:

Administrative Office of the Courts

Attn: Center for Families, Children and the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3688
Phone: 415.865.7739 | E-mail: cfcc@jud.ca.gov

THIS SECTION INCLUDES resources for educational support, a directory of universities and colleges, and financial aid resources. Visit the Web site or telephone the institution named for additional information, including applications for admission, financial aid and support services for foster youth.

CASA volunteers can play a pivotal role in a foster youth's education. Volunteers can become a foster child's educational surrogate and monitor the youth's education, assist in completing college or vocational school applications and financial aid forms, and be a supportive adult who helps them attain their educational goals.

Foster youth should be informed of all the career and educational opportunities available to them, including apprenticeships, job corps, vocational schools, community colleges and four-year universities. CASA volunteers can help youth discover the career path that best suits them and help guide them through this process.

EDUCATIONAL SURROGATES

Volunteers can become a foster child's educational surrogate when the courts, attorneys and child welfare workers determine that the parent(s), caregiver or whoever holds these rights is unable or unwilling to make educational decisions for the child. The juvenile court can then limit the parent(s) or caregiver's educational rights and assign the rights to the volunteer. If CASA volunteers become educational surrogates, they represent all matters relating to the child's education, including educational placement, IEP meetings, or any mediation or due process hearings. Our educational surrogacy commitment does not end until the child is 18 years of age, drops out of school, or a different surrogate is assigned.

If volunteers feel that the caregiver is not adequately monitoring the child's education or has concerns about the individual holding educational rights, they should contact their case supervisor. If case supervisors feel it may be appropriate to proceed in evaluating the concern in more detail, they will advise the volunteer to contact the youth's child welfare worker and attorney. If the child welfare worker and attorney agree that rights should be transferred to the volunteer, then either the child welfare worker or attorney will file a JV-535 form limiting the parents' educational rights. Volunteers will receive paperwork in the mail regarding their appointment as the child's educational surrogate. They should keep a copy in their folder and take the document to meetings when necessary because school officials or other professionals may ask to see a copy of the court order.

FOSTER YOUTH SERVICES

The Foster Youth Services Program is designed to improve academic achievement, reduce discipline problems, and reduce truancy and dropout rates among foster youth. Services provided include:

- Helping youth residing in foster care to acquire their health and educational records
- Tutoring students residing in group homes and foster family settings
- Providing educational mentors for foster youth residing in placements other than group homes, and who face multiple school challenges
- Providing specialized case management and emancipation services
- Offering staff development trainings on AB490, Special Education and other education-related topics
- Providing educational support by participating in Social Services' Team Decision Meetings (TDMs)

ALAMEDA COUNTY OFFICE OF EDUCATION FOSTER YOUTH SERVICES FOSTER YOUTH LIAISONS

School Child Welfare Worker

Phone: 510.601.9813

Alameda

Child Welfare & Attendance | Phone: 510.337.7198

Albany

Student Data System Manager | Phone: 510.558.3762

Berkeley

Admission and Attendance Manager | Phone: 510.644.6504

Castro Valley

Director, Pupil Services | Phone: 510.537.3000 Ext. 1257

Dublin

Coordinator of Education Services | Phone: 925.828.2551 Ext. 8016

Emeryville

Assistant Superintendent | Phone: 510.601.4000

Fremont

Phone: 510.659.2514

Hayward

Child Welfare and Attendance Coordinator | Phone: 510.293.8550

Livermore Valley Joint Unified School District

Director, Student Services | Phone: 925.606.3208

New Haven

Director of Pupil Services and Alternative Programs | Phone: 510.489.4141
Ext. 201

Newark

Coordinator of Pupil Services | Phone: 510.818.4226

Oakland

Specialist | Phone: 510.879.4643

Piedmont

Superintendent | Phone: 510.654.7374

Pleasanton

Senior Director, Pupil Services | Phone: 925.426.4290

San Leandro

Grant Coordinator | Phone: 510.667.6214

San Lorenzo

Director of Student Services | Phone: 510.317.4774

Sunol Glen

Superintendent | Phone: 925.862.2217

JUST BECAUSE YOU MOVE DOESN'T MEAN YOU ALWAYS HAVE TO CHANGE SCHOOLS

AB 490 ensures that among other things, foster youth can maintain stable school placements and remain in their school of origin for the duration of the school year when their placement changes, so long as remaining in the same school is in the child's best interest as determined by the child welfare worker, attorney, educational representative, CASA, judge and others on the support team. This legislation also ensures that foster youth are not penalized for absences caused by placement changes, court appearances, or related court-ordered activities.

Contact your local Foster Care Education Liaison's Office at 510.601.9813 to ensure proper placement, transfer and enrollment in school.

For more information about AB 490 and its many other provisions, visit the Children's Law Center of Los Angeles at: <http://www.clcla.org>

SCHOOL ACTIVITIES

The youth's school advisor will know of upcoming activities for their grade level – both curricular and extracurricular. For the extracurricular activities, the school advisor can request special allowance for foster youth to defray the cost. This is especially important for seniors who have a variety of activities (senior trips, senior balls, picnics, etc.). Independent Living Skills Program (ILSP) also provides a stipend in the spring for seniors who regularly attend its program.

EDUCATIONAL RECORDS

Volunteers should request a youth's educational records within the first month of being assigned to the case. They must learn the number of credits the youth has to see how they are progressing towards graduation. This is especially important for older youth, because they should be on target to graduate by their 19th birthday. Volunteers can obtain educational information by completing the following:

- Contact the Foster Youth Liaisons Office and let them know you will be faxing your court order and appointment letter to request the youth's educational records.
- If you need additional information, such as progress reports, contact the child's teacher(s) and ask if you can set up a phone meeting or schedule a time to meet in-person with them. You can also request these documents directly from the school. You may want to have a discussion with the teacher(s) if the youth is failing classes, not attending school or acting out in school.
- If youths are in special education, they will most likely have a Resource Specialist Program (RSP) teacher who works closely with the youth, offers support and monitors their progress. You should have regular contact with the RSP teacher because they will have the most up-to-date information about the youth.
- If youth are 18 years or older, they can request the records themselves.
- Foster youth often move from school to school and their records may get lost. If you believe your youth has more credits than his or her record reflects, contact the Foster Youth Liaisons Office at 510.601.9813.

HIGH SCHOOL DIPLOMA/GENERAL EDUCATIONAL DEVELOPMENT (GED) OPTIONS

ALTERNATIVE SCHOOLS

Many school districts have alternative schools. Typically these schools require fewer credits for graduation. Contact your youth's school advisor or the area school district for additional information.

ELIGIBILITY REQUIREMENTS TO REMAIN IN FOSTER CARE UNTIL AGE 19

Many foster youth are behind in school. It's important to assess their education level and determine which of the following tracks the youth should be on.

- Track #1: In California, a youth emancipates at age 18 if they receive a high school diploma or GED by their 18th birthday, or if the youth is not attending a full-time high school or equivalent program.
- Track #2: If the youth is attending school at age 18 and is on track to get a high school diploma or GED by their 19th birthday, emancipation occurs at the time of graduation or on their 19th birthday, whichever occurs first.

If youths are on Track #2, their child welfare worker must have a letter from the school verifying that they are on target to graduate by their 19th birthday. If youths are not on target to graduate by their 19th birthday, they can be dismissed from dependency on their 18th birthday.

Foster Youth with Disabilities

California provides monthly AFDC-FC payments for foster youth until the age of 19 only if their school or education program certifies that they are expected to graduate by their 19th birthday. This is known as the "completion rule." Any youth who is not expected to graduate by the age of 19 loses his or her foster care funding at the age of 18. As a result, youth may lose their placement, leaving them with no place to live, and thus be denied the opportunity to continue to pursue their education. This contributes to the high rate of homelessness and criminality among former foster youth.

San Francisco Superior Court Judge Peter Busch ruled on June 4, 2009, that California state foster care officials must comply with state and federal disability laws in the Aid to Families with Dependent Children - Foster Care (AFDC-FC) program, which provides support for children in foster care. The ruling came in **Leonard v. Wagner**, a case filed in California State Court in July

2007 by the Public Interest Law Project, Youth Law Center, and the Western Center on Law & Poverty. The suit charged that the state's policy of cutting off foster care funding to youth who can't meet the completion requirement because of a disability violates state and federal disability laws.

Judge Busch ordered state officials to develop and submit a plan to address the discriminatory effect of the completion rule and asked the parties to meet and confer on an appropriate timeframe for state officials to propose and implement procedures to correct this discrimination.

If a CASA youth has a disability and is affected by the "completion rule," volunteer advocates should consult with the child welfare worker and attorney to advocate for an extension if appropriate.

WAYS TO EARN A HIGH SCHOOL DIPLOMA

Youth can earn a high school diploma from a variety of institutions, including high schools, alternative schools, adult schools, and the Job Corps, among others. Local school districts establish the total number of units required to earn a California high school diploma. Most districts require between 220 and 260 units at institutions in their district (called "local units") for high school graduation, with local school districts varying in how many local credit units are awarded for each year of study.

California High School Exit Exam (CAHSEE)

All students in California public schools must pass the CAHSEE to be eligible for a high school diploma. The requirement for passage of CAHSEE applies to students in all types of public schools, including adult education, alternative schools, court and community schools, and schools operated by agencies of state government, such as the State Special Schools and the California Youth Authority.

A law passed in April 2009 states that youth with IEPs **do not** have to take the high school exit exam. Beginning with the 2009–2010 school year, eligible students with disabilities are exempt from the requirement to pass the CAHSEE as a condition of graduation from high school (EC Section 60852.3). An eligible student, as defined in the law, is a student with an individualized education program (IEP) or Section 504 plan that indicates that the student has satisfied or will satisfy all other state and local requirements to receive a high school diploma on or after July 1, 2009.

Students with disabilities are still permitted to take the CAHSEE with accommodations and/or modifications included in the students' IEPs or Section 504 plans, provided the accommodations and/or modifications are specified for the CAHSEE (in particular), for standardized testing (in general), or for classroom instruction and assessment.

General Education Development (GED) Test

The General Educational Development test is used to establish an educational credential for people who have not completed high school. GED is actually the process of earning the equivalent of your high school diploma, which is called a GED certificate or credential. Youth must have a minimum of a ninth grade reading-level. This means that they should have the ability to read and understand newspapers, forms and letters. Youth must also have the ability to add, subtract, multiply and divide by hand. Developing strong reading and thinking skills are the keys to succeeding on these tests. Regular study is also needed to earn a GED. The GED test has five parts, including reading, writing, math, social studies and science. Make sure to evaluate all educational options with your youth and collaborate with the youth's child welfare worker to obtain their feedback regarding the youth's decision to take the GED.

For local testing centers and preparation information contact 1.800.626.9433 or go to <http://www.cde.ca.gov/ta/tg/gd/GEDtestcntrs.asp>

Eligibility for GED

- Students must be 18 years of age or older, or within 60 days of their 18th birthday.
- They must be within 60 days of their graduation date had they remained in school and followed the usual course of study (examinees testing under these criteria may not be enrolled in school).
- They must be 17 years of age and have been out of school for at least 60 consecutive school days. Plus they must provide a letter of request from the military, a postsecondary educational institution, or a prospective employer.

***NOTE:** Persons who pass the GED test at age 17 will not receive the equivalency certificate until their 18th birthday. A letter of intent is issued which states that the certificate is being held pending the examinee's 18th birthday.

The California High School Proficiency Examination (CHSPE)

CHSPE Office

Sacramento County Office of Education
Phone: 1.866.342.4773 (Toll-Free)

The California High School Proficiency Examination (CHSPE) is a program established by California law (Education Code Section 48412). If eligible to take the test, you can earn the legal equivalent of a high school diploma by passing the CHSPE. The CHSPE consists of two sections: an English-Language Arts section and a Mathematics section. If you pass both sections of the CHSPE, the California State Board of Education will award you a Certificate of Proficiency, which by state law is equivalent to a high school diploma, although it is not equivalent to completing all coursework required for regular graduation from high school.

Eligibility to Take the CHSPE

You may take the CHSPE **only if**, on the test date, you:

- Are at least 16-years-old, **or**
- Have been enrolled in the 10th grade for one academic year or longer, **or**
- Will complete one academic year of enrollment in the 10th grade at the end of the semester during which the next regular admission will be conducted. (Regular admissions are in the fall and spring each school year.)

Registration

To take the California High School Proficiency Examination (CHSPE), you must register at <http://www.chspe.net/registration/form/>. For instructions on completing the registration form, please visit, http://www.chspe.net/forms/CHSPE_Registration_Directions.pdf. When you complete the form and hit the “Submit Registration Form” button, the information you entered will be electronically transmitted to the CHSPE Office. You will be contacted later by them with notification of your registration.

For a list of frequently asked questions about the CHSPE test visit: <http://www.chspe.net/about/faq>

ADDITIONAL OPTIONS FOR OBTAINING A HIGH SCHOOL DIPLOMA OR GED

Civicorps Schools—Oakland

Phone: 510.992.7800 | Web site: <http://www.ebcc-school.org>

The Civicorps Schools, formerly East Bay Conservation Corps, provide aca-

demically prepared to complete a high school diploma/GED. They also provide job training and placement support in community college and job programs. They have three different academies to address a range of student needs:

The Foundation Academy

The Foundation Academy serves students whose math and reading scores fall below a fifth-grade level. Students in the Foundation Academy receive comprehensive daily instruction and individualized support. Once students test at a fifth-grade level or above, they are eligible to enter the Learning Academy.

The Learning Academy

The Learning Academy reinforces students’ basic academic skills and provides them with tools and techniques for academic success. Through ongoing research, students also develop a leadership agenda, in which they determine what needs to be addressed in the community and develop an improvement plan to do so.

The Field Academy

Once students achieve an approximately ninth grade reading and math skill-level, they are eligible to enter the Field Academy. The Field Academy allows them to expand their leadership and life skills by serving on small natural resource or urban resource work crews throughout the Bay Area. Students in the Field Academy supplement their fieldwork by attending evening and Friday classes. Graduates of the Field Academy earn a high school diploma.

Treasure Island Job Corps—San Francisco

Phone: 415.277.2400 or 1.800.733.JOBS | Web site: <http://www.treasureisland.jobcorps.gov>

Eligibility: Youth must be from 16 to 24 years of age, a U.S. citizen or legal resident, meet minimum income requirements, and be emotionally mature enough to participate cooperatively in an educational environment.

Job Corps assists youth to complete their high school education or GED. Job Corps offers career planning, on-the-job training, job placement, residential housing, food service, driver’s education, health and dental care, and a bi-weekly basic living and clothing allowance. Some centers offer child care programs for single parents as well. There are Job Corps centers all over the United States.

This is a wonderful option for many youth, especially those who will be aging out of the system before their high school graduation, and for those who do not want to attend college or lack adequate housing options. This is a strict program with a curfew. Since the program is in demand, there may be a wait-

list, so it is important to apply several months before leaving foster care. There are several California Job Corps locations including Long Beach, Los Angeles, Sacramento, San Francisco, San Diego, San Jose and San Bernardino. For more information, visit: <http://www.jobcorps.gov>

Schools for Teen Parents

City of Alameda

Island High School | Phone: 510.748.4024

Fremont

Robertson High School | Phone: 510.657.9155

Hayward

Tennyson High School | Phone: 510.293.8591

Oakland

Fruitvale Academy | Phone: 510.532.1038 or 670.7725

Pleasanton

Horizon High School | Phone: 925.426.4275

San Leandro/San Lorenzo/Castro Valley

William P. Burke Academy | Phone: 510.785.9326

The above schools offer secondary education programs that provide academic instruction and support services for pregnant and parenting teens. The goal of these programs is to provide expectant and parenting teens with multi-level support at a single site. Students may be referred to the program by parents, counselors, nurses, doctors, other students and local agencies.

The Alameda County Office of Education and Oakland Unified School District provide academic, nursing, counseling, and vocational support services that enable these teens to complete their high school education and become caring parents and successful, contributing members of society.

Child, Family and Community Services, Inc., provides a child-centered learning lab environment where expectant teens and teen parents can practice their parenting skills with their own children and learn self-sufficiency. Their support services include:

- Child care centers that provide hands-on supervised experiences in caring for babies and toddlers
- Parenting classes to reinforce positive parenting techniques

- Health care instruction that provides information on pregnancy, facts on child bearing and prenatal care, and a wide range of self-help resources
- Vocational counseling and nutritional information

Adult Education

Youth 18+ or parenting teen girls who are 17+ can enroll in Alameda County adult schools and obtain their high school diploma or GED. Although most adult schools do not charge a fee for enrollment, some classes require that students purchase books. The good news is that students who are participating in an Independent Living Skills Program (ILSP) are eligible for assistance with books. Contact Beyond Emancipation for more information at: <http://www.beyondemancipation.org>.

Beyond Emancipation is a great resource for Alameda County foster youth and provides funds for schoolbooks, helps youth to secure adequate housing and provide other support for youth wishing to transition into fulfilling adult lives. We strongly recommend that all volunteers and transitioning foster youth become familiar with this resource by visiting its Web site and taking the time to familiarize themselves with these resources.

To complete requirements for a high school diploma, youth can combine high school, adult school and community college credits. Although youth do not need a high school diploma or GED to enroll in courses at a California Community College, many jobs and most apprenticeship programs require a high school diploma or a GED.

To begin this process, schedule an appointment with your high school or adult school counselor and together review your high school transcript to determine the number of credits and subjects you need to complete your degree. High school or adult school counselors are responsible for approving community college credits that count for a high school diploma.

For youth to obtain their high school diploma, they must study for and pass the California High School Exit Exam (CAHSEE). This test has two parts—English and Math. Phone the schools or visit their Web sites for more information and to get the exact locations of these schools.

Alameda Adult School

Phone: 510.522.3858 | Web site: <http://www.alameda-adult-school.org>

Albany Adult School

Phone: 510.559.6580 | Web site: <http://www.albanyadulthoodschool.org>

Berkeley Adult School

Phone: 510.644.6130 | Web site: <http://bas.berkeley.net>

Amador Valley Adult School—Pleasanton

Phone: 925.426.4280 | Web site: <http://www.pleasanton.k12.ca.us/EducationalServices/AdultEducation>

Castro Valley Adult School

Phone: 510.886.1000 | Web site: <http://www.cvadult.org>

Edward Shands Adult School—Oakland

Phone: 510.879.4040 | Web site: <http://www.adultedlearners.org>

Fremont Adult School

Phone: 510.793.6465 | Web site: <http://www.fasce.com>

Hayward Adult School

Phone: 510.293.8595 | Web site: <http://www.has.edu>

Livermore Adult Education

Phone: 925.606.4722 | Web site: <http://www.livermoreadulted.org>

Newark Adult Education

Phone: 510.818.3700 | Web site: <http://www.nusd.ca.schoolloop.com>

Pleasant Valley Adult School

Phone: 510.879.4090 | Web site: <http://pvas.ousd.k12.ca.us>

San Leandro Adult School

Administrative Office: 510.618.4420 | Web site: <http://www.sanleandroadultschool.org>

San Lorenzo Adult School

Phone: 510.317.4200 | Web site: <http://www.sanlorenzousd.k12.ca.us/adultschool>

APPLYING TO POSTSECONDARY SCHOOLS

COLLEGE-BOUND YOUTH

If a foster youth is interested in college, most of the fees will likely be covered by financial aid and grants. In addition to Federal and State monies, there are

grant and scholarship programs specifically for foster youth to cover for non-tuition expenses such as rent, transportation and child care. (Some colleges offer free child care to students. Chabot College is one of the community colleges that offers this service.)

If you are applying to a community college, ask the financial aid office for a “Board of Governors Waiver,” which waives all fees. Remember to meet all the priority deadlines to ensure that you receive as much financial support as possible. Foster youth **can** go to college. Although it is important to get the best grades possible in high school, even with grades that aren’t great or even very good, you can **still** attend college.

STEPS TO ATTEND COLLEGE

- **Meet with your school counselor.** Make an appointment with your school counselor your junior year. Talk to him or her about your interests, career aspirations, college choices and other goals and dreams.
- **Take the required college preparatory coursework.** College admission standards for required courses include Algebra I or Geometry, college prep English and a foreign language. College admission standard requirement for elective courses include history, English, science, mathematics, visual and performing arts, and a foreign language.
- **Participate in extracurricular activities.** Join high school clubs, volunteer in your community, run for student office, study abroad, join sports teams, and engage in other fun and community activities.
- **Take the PSAT, SAT I, SAT II and/or ACT examinations your junior year.** There are a number of books that you can purchase to help prepare for these tests. Talk to your counselor for more information about these tests and to find out if they have any study materials that you can borrow. For more help, ILSP hosts a workshop to prepare for these tests during the fall. It is highly recommended that youth attend this workshop if they are planning to go to college (although some community colleges do not require the SAT). If it is not feasible to attend the workshop, ILSP will still pay for youth to take the SAT at a later time. It is best if the caregiver or the youth register for the SAT and then submit the receipt to ILSP for reimbursement.
- **Get good grades.** Study and get the best grades possible. The higher your GPA, the more likely you are to get scholarships, grants and be accepted into prestigious colleges. Colleges like it when students have steadily progressed in school, and the junior year is a critical year for how students are evaluated by colleges. Even if your freshman grades were not that good, put all your energy into making the most of your sophomore and junior year grades and your chances of being accepted by a good college will greatly increase.

- **Take the “Ability to Benefit Test,” which is for youth without a high school diploma or GED.** Laney College and Merritt College allow prospective students who **do not** have a high school diploma/GED to take the “Ability to Benefit Test.” This is a federally approved examination that assesses whether students who are not high school graduates can benefit from the instruction provided at the college. Arrangements to take the “Ability to Benefit Test” can be made through the Financial Aid Office. It is the student’s responsibility to check at the Financial Aid Office for current changes in regulations. Additional community colleges may offer this test, so be sure to inquire with the college you would like to attend to determine if they provide this test.
- **Prepare for and participate in a summer internship program.** The Mayor’s Program in Oakland provides summer internships, so make sure to apply early. These programs can provide outstanding work experience and also often serve as a bridge to a paying job.
- **Attend informational workshops.** These include ILSP workshops, college fairs, college planning, and financial aid information sessions.
- **Develop relationships with the administrators at schools.** Share your story and your desire to attend college, and they will most likely be more willing to help you get into college.
- **Research Web sites that can assist you with college planning.** A useful Web site for college planning is <http://www.collegeboard.com>. On this site you can register for the SATs, create a college list and compare them to others, and have an online profile of yourself that “sizes you up” against colleges that you are considering. It also has a helpful link that suggests particular scholarships or grants based on the personal information that you entered. College counseling offices will also have books about college programs and options.
- **Research and visit colleges.** Start to think about visiting some college campuses to see which ones suit you. Continue to research colleges through their Web sites, college fairs, admissions representatives, applications, and college catalogs.
- **Create a resume.** Your resume should list what you do outside of school, including school and community service and activities, awards and recognitions, hobbies and your work experience. The school to which you are applying will already know your grades and test scores, since these are included on your school transcript.
- **Identify three individuals to write recommendation letters for you.** Make sure to ask the individuals at least six months before you start applying to schools. Tell them to put the recommendation letter in a sealed white envelope and mail it to your home address.
- **Get a common e-mail address strictly for college.** Use this e-mail address for college-related information only. This will help you separate the

e-mail that comes to this address from your personal e-mail and improve your organization. Be sure to pick a professional looking e-mail address with your name or some variation of it.

- **Apply to as many schools as possible.** Many schools have an online application that can be completed and submitted via their Web site. There is a common application that has over 300 schools listed resulting in less paperwork and is a big time-saver. Ask your school counselor for more information about this application. **Note:** University of California applications and requirements are very different from one school to the next, so be properly informed of the deadline dates and specific requirements for each school. Establish a calendar to keep track of the dates and talk to your counselor as much as possible. Also speak with your counselor or advocate about what resources may be available to help you with the costs of your applications.
- **Apply for on-campus housing.** Apply for housing at each college you are applying to and, if necessary, place your name on a wait list. If you take a tour of the college, you may want to visit the dormitories/residence halls to determine the housing that best suits your needs.
- **Payments and deposits for college.** Talk to your child welfare worker or caregiver about the payments and deposits for college. Some colleges require a deposit for on-campus housing and only accept checks or credit cards.
- **Apply for the Educational Opportunity Program (EOP).** You can learn more about this program and apply at <http://www.csumentor.edu/planning/eop>.
- **Send your transcript to colleges.** Make sure to send your transcript to colleges that request one. You may have to request more than one transcript because they come in a sealed envelope and you can’t make copies. Double-check your transcript to make sure all the information is correct.
- **Apply for as many scholarships and grants as possible.** There are books that can be purchased at virtually any bookstore that list thousands of scholarships and grants. You can also order scholarship books online at <http://www.amazon.com>. Make sure the books are current so you are not applying for scholarships that may no longer exist. You may also visit libraries or search the Internet for books about scholarships.

FINANCIAL AID TIPS

- **Federal Financial Aid (FAFSA).** This is the *gateway* for all other financial aid, grants and many scholarships. Applications are accepted beginning January 1. Priority deadline is March 2 for California. Applications can be submitted electronically at <http://www.fafsa.ed.gov>. Apply for FAFSA, regardless of financial need. Every foster youth interested in attending college should apply for FAFSA, as it not only impacts financial rewards, but also eligibility for some of the better jobs on campus.

- **File electronically.** File both your FAFSA and Chafee grant applications electronically. (California Chafee grants are for foster youth who need help with paying college expenses. You can learn more about them at <https://www.chafee.csac.ca.gov>.) Filing electronically saves postage fees and is also a quicker way to file.
- **Obtain a PIN number.** Get a federal PIN number at <http://www.pin.ed.gov>. Make sure to put this number in your college binder.
- **Gather documentation.** Get documentation that proves you were a foster child. A statement from the courts or a letter from your child welfare worker on County letterhead will be sufficient. Turn in this letter to the Financial Aid Office.
- **Ask for assistance.** ILSP offers financial aid workshops and will help foster youth complete the application if needed.
- **GPA Verification Form.** Complete the GPA Verification Form. You can obtain a copy of this from the Records Office at your school. You can also access the form at California Student Aid Commission at <http://www.csac.ca.gov/doc.asp?ID=23>.
- **Turn in Board of Governors Waiver to the Financial Aid Office.** Community colleges have tuition waivers known as “Board of Governors Waivers” for low-income students. These waivers are available at the Financial Aid Office and waive all or almost all of your tuition. High school students can also attend community college classes using the waiver and with approval from their high school counselors.
- **Check the “Ward of the Court” box.** It is imperative that youth list their status as “independent” and check the box for foster youth, orphan or ward of the court. Foster parents are **not** your **legal guardians** and should not be listed as such when applying for financial aid. This is true even when youth move back with their parents after emancipating.
- **Parental section.** Do not complete the parental income information or the financial aid section. You should write N/A, meaning “non-applicable,” in this section.
- **Answer all questions.** Don’t leave anything blank.
- **Be honest.** Don’t fabricate anything in your application.
- **Proofread your application.** Also ask your child welfare worker, CASA, ILSP and others in your support system, to review your application to make sure all the information is accurate and complete.
- **Note any deadlines.** Give yourself plenty of time to meet them.
- **Submit your application early.** Make sure to check your e-mail periodically for updates regarding your application.

COLLEGE APPLICATION TIPS

- **Start a binder.** This should include all documents and information related to college.
- **Allow sufficient time.** Don’t rush through your application because this can lead to mistakes and typos.
- **Find out if your school has the Guardian Scholars or Renaissance Scholars program.** Consider applying to this supportive program specifically designed for foster youth.
- **Gathering documents.** Colleges may request other information, such as verification for community service, transcripts, SAT or ACT results, a copy of your ward of the court letter and other such documents, so make sure that you have gathered these documents before applying for schools.
- **Check the “Ward of the Court” box.** It is imperative that youth list their status as “independent” and check the box for foster youth, orphan or “ward of the court.” Foster parents are **not** your legal guardians for the purposes of applying for financial aid. This is true even if youth moved back with their parents after emancipating.
- **Use the same name.** Make sure to use the same legal name on all of your applications, which is the name listed on your birth certificate unless you have had your legal name changed. If you use different names, this can delay the processing of your application because it creates extra work for someone to verify the different names.
- **Take good notes.** Be sure to always get the name of the individual that you spoke to and the date of your conversation. If, for example, you are given incorrect information that delays the application process and you can document that, you will be more likely to get a second chance even after a deadline.
- **Answer all questions.** Don’t leave anything blank.
- **Be completely honest.** Do not fabricate anything in your application. If you are discovered in even one lie or significant exaggeration, your credibility will be damaged.
- **Proofread your application.** Ask your child welfare worker, CASA, ILSP, and others in your support system to review your application for accuracy and completeness.
- **Note any deadlines.** Give yourself plenty of time to meet them.
- **Determine if there is a fee waiver.** If so, submit it with your application.
- **Submit your application early.** Check your e-mail regularly for updates regarding your application.
- **Keep copies of everything you send.** This is very important because documents may get lost or filed incorrectly, and you must have them readily accessible so you can verify they were sent and the date you signed them.

- **Mail documents at the Post Office as “certified mail” so you have proof that you mailed them and that they were received by the application deadline.** Schools get hundreds and, in some cases, thousands of applications, and it is not uncommon for a clerical error on the part of a worker to result in something being lost. It is also always a good idea to follow up with the school or organization after a couple weeks to make sure they received your documents.

STUDENT CHECKLIST FOR AFTER YOU ARE ADMITTED TO THE COLLEGE OF YOUR CHOICE

- **Activate your campus account.** This may not be required for all colleges, but check with your college to determine if they offer this service. If so, you will be able to keep track of online student updates, deadlines and appointments, missing documents and other key information you must stay on top of for your success in college.
- **Carefully review all mails and e-mails.** Read the fine print carefully and make sure you understand everything you have read. If you have questions, contact the school or FAFSA directly to get them answered.
- **Ask the school if you are required to take any placement tests.** Contact your campus testing office to schedule an appointment.
- **Follow-up regarding your student housing.** Contact student housing to find out if there is an orientation about your living quarters, and, if so, whether you will be signing lease agreements during the orientation.
- **Follow-up with financial aid.** Visit <http://www.fafsa.ed.gov> by the priority deadline of March 2. Make sure the Student Aid Report (SAR) forms are complete and submitted to the college. The SAR will indicate any Expected Family Contribution (EFC). Most former foster youth will have an EFC of zero. If this is not the case, contact the college’s financial aid office to find out why; they might have made a clerical error.
- **Get your immunizations.** When foster youth are dismissed from dependency, they should receive their “Health and Education Passport.” This should be up-to-date and list the dates of all their immunizations. If you do not have this information, contact your former child welfare worker to request a copy. Contact the Student Health Center at the college for specific immunization requirements.
- **Attend an Educational Opportunity Program (EOP) orientation.** These are held at the college. Make sure to take notes during the orientation and ask questions as needed.
- **Meet with your EOP advisor.** If you do not have an EOP advisor, make an appointment with your college advisor and be sure to bring the class schedule to your appointment. You may also want to review the schedule ahead of time and highlight classes of interest. Try to register early because classes can fill up quickly.

- **After you have met with your EOP or college advisor, register for classes online.** Make sure to keep a copy of your registered classes in your college binder.

IMPORTANT THINGS TO REMEMBER WHILE IN COLLEGE

- **Plan for housing during holidays.** Many dormitories close during the holidays, so make sure you have other accommodations arranged for the holiday breaks.
- **Apply for student checking and savings.** Most banks have student checking accounts. Your bank can help you set up your account and educate you on how to maintain it.
- **Apply for a credit card with a low credit limit and a low interest rate.** If possible, use this card only for emergencies. You **do not** want to accrue debt that you cannot afford to repay. Whenever possible, pay off the entire balance on the credit card at the end of the month to avoid paying interest.
- **Create a budget.** If you have extra money remaining from student loans or the Chafee Grant, make sure to create a budget for your remaining money. Include the costs for textbooks, groceries, cell phone bills, spending money, gas, insurance and automobile maintenance if you own an automobile. Be sure to also include some money for an occasional date or outing with friends, and for emergencies.
- **Apply for medical services.** You should have some type of medical insurance while in college. Foster youth are eligible for Medi-Cal until age 21.

FINANCIAL AID/GRANTS/SCHOLARSHIPS

FEDERAL GRANTS AND LOANS

Phone: 1.800.848.0979 | TDD: 1.800.848.0983
 Web site: <http://www.ed.gov/directloan>

The Federal Student Aid (FSA) programs are the largest source of college financial assistance, each year providing billions of dollars in funding through a variety of methods: as gift aid in the form of grants (money that does not have to be repaid) and as self-help aid in the form of work study (job earnings) and loans (money that must be paid back at interest). The FSA programs comprise:

- Pell grants
- Academic Competitiveness grants (ACGs)
- National Science and Mathematics Access to Retain Talent (SMART) grants

- Teacher Education Assistance for College and Higher Education (TEACH) grants
- Subsidized and unsubsidized Stafford loans, available either through the Direct Loan (DL) Program or the Federal Family Education Loan (FFEL) Program
- PLUS loans for parents and graduate/professional students (also available through the DL or FFEL programs)
- Consolidation loans (DL or FFEL)
- Federal Work Study (FWS)
- Perkins loans
- Federal Supplemental Educational Opportunity Grants (FSEOG)

The last three—FWS, Perkins loans, and FSEOG—are known collectively as the Campus-based Programs. Loans through the DL Program come directly from the U.S. government, while loans through the FFEL Program come from private lenders such as banks.

Direct Loans

Borrowing a Direct Loan is simple:

- Students complete one application, the Free Application for Federal Student Aid (FAFSA), for all FSA programs, including Direct Loans. (We encourage using FAFSA on the Web, the online version of the application, because of its advantages.)
- The student's prospective school will draft an aid package, which might include a Direct Loan. If the student decides to accept the loan, he or she must sign a loan agreement called a master promissory note (MPN), which, depending on the school, the student might be able to complete electronically. The financial aid office at the school can say how much a student can borrow.
- Direct Loans are not sold. Since borrowing is directly through the federal government, borrowers make loan payments to the Department of Education for the life of their loans. It's "one-stop-shopping" from loan application through repayment.
- Borrowers have flexible repayment options, and they can change options when they need to without a fee at any time during the life of the loan.

STATE GRANTS

Cal Grant

To apply for a Cal Grant you have to first apply for FAFSA. The second step is to file a verified grade point average (GPA) with the California Student Aid

Commission. The Cal Grant filing period is January 1 to March 2 and January 1 to September 2. For more information, visit <http://www.calgrants.org>. Some high schools automatically file their students' verified GPAs, while others do not. You must confirm whether the school will file your GPA, or whether you must obtain a GPA Verification Form, get it certified by a school official and mail it yourself. For more information visit: <http://www.csac.ca.gov/doc.asp?ID=20>

Chafee Educational and Training Voucher (ETV) Program

The Chafee Grant gives up to \$5,000 **annually** in free money to current or former foster youth to use for vocational school training or college. The monies aren't limited to tuition and can also be used for rent, transportation, child care and other items in your budget. You can use your Chafee Grant at any eligible California college, university, career or technical school, as well as schools in other states. To qualify, you must be a current or former foster youth and not have reached the age of 22 as of July 1 of the award year. The California Department of Social Services will determine your foster youth eligibility status.

For more information visit: <http://www.chafee.csac.ca.gov>. Students must also complete the FAFSA, which can be completed online at <http://www.fafsa.ed.gov>. For program questions, call 1.888.224.7268, or send an e-mail to: specialized@csac.ca.gov

SCHOLARSHIPS

Benjamin Eaton Scholarship Program

Sponsored by the National Foster Parent Association, the Benjamin Eaton Scholarship Program is for foster youth who wish to further their education beyond high school, including college or university studies, vocational and job training, and correspondence courses, including the GED. Details are at: <http://www.nfpainc.org>. They can also be reached by phone at 253.853.4000.

Burtrez Morrow Educational Loan Program

This program offers low-interest loans for young women currently in foster care or in foster care at the time of their high school graduation. Recipients must also be enrolled full-time at a four-year college or university and entering their junior or senior year in college. Details are at: <http://www.orphan.org/programs/burtrez.html>

Casey Family Scholars Scholarships

This program awards up to \$10,000 to young people under the age of 25 who

have spent at least 12 months in foster care and were not subsequently adopted. Applications are available in January. Details are at: <http://www.orphan.org>

Coca-Cola Scholars Scholarships

Fifty students are designated as National Scholars and receive awards of \$20,000 for college; 200 students are designated as Regional Scholars and receive awards of \$10,000 for college. Details are at: <https://www.coca-colascholars.org>

Gates Millennium Scholarships (GMS)

The goal of GMS is to promote academic excellence and to provide an opportunity for outstanding minority students with significant financial need. Scholarships cover room, board and tuition for at least 1,000 students. Details are at: <http://www.gmsp.org>

Hildegard Lash Merit Scholarship

This program offers \$5,000 per academic year to students who are currently in foster care or were in foster care at the time of their high school graduation and/or 18th birthday, who are entering their sophomore, junior or senior year as full-time students at four-year colleges or universities. Details are at: <http://www.orphan.org/programs/hildegard.html>

Hispanic College Fund Scholarships

This fund is for Hispanic students majoring in business-related areas. The award amount varies, and over 140 awards are granted. Details are at: <http://www.hispanicfund.org/scholarships>

Holocaust Remembrance Project Essay Contest

The Holocaust Remembrance Project is a national essay contest for high school students designed to encourage and promote the study of the Holocaust. It's a national program with awards of up to \$5,000. Details are at: <http://holocaust.hklaw.com>

Independent Living Skills Program (ILSP)

This program offers a one-time grant ranging from \$500 to \$3,000, and per-semester grants based on GPA. Contact ILSP at 510.667.7696 for more information. Details are at: <http://www.alamedacountyilsp.org/Services/Education/scholarshipinfo.htm>

Jackie Robinson Foundation Scholarship

This program provides scholarships of up to \$7,500 annually to minority high school students who show leadership potential and demonstrate financial need. It is for those who wish to attend an accredited four-year college or university of their choice. Details are at: <http://www.jackierobinson.org>

Marcus A. Foster Educational Institute—Oakland

The Marcus Foster Education Fund (MFEF), in partnership with local business, community groups, and individuals, provides scholarship funds to at least 60 graduating high school seniors who are pursuing a postsecondary degree.

Graduating seniors may use the scholarships to pursue postsecondary education at a two- or four-year college, or at a vocational training institute. Some scholarship sponsors choose to maintain a long-term relationship with their students, providing extended internships and employment for them upon graduation. Details are at: <http://www.mafei.org>

National Association of Black Journalists (NABJ)

NABJ awards more than \$60,000 annually in scholarships to deserving students interested in pursuing careers in journalism. Scholarships are worth up to \$25,000 and are open to any foreign or American-born students, currently attending an accredited four-year college or university in the U.S., or those who are candidates for graduate school. Details are at: <http://www.nabj.org/programs/scholarships/index.php>

Orphan Foundation of America—Sterling, Virginia

Orphan Foundation of America offers scholarships to foster youth from many different individuals, foundations and corporations such as Casey Family Scholars, Hildegard Lash Merit Scholarship, and others. Visit their Web site, which is the umbrella for many different scholarships. Fill out the general application for Orphan Foundation of America (OFA), and you may be awarded merit scholarships from various organizations. Details are at: <http://www.orphan.org>

Patrick Charnon Scholarship

This program awards \$1,500 scholarships to full-time undergraduate students who have demonstrated their commitment to building communities. Details are at: <http://www.cesresources.org/charnon.html>

Ron Brown Scholarships

These scholarships are for students who have demonstrated academic merit, leadership and community service, and who plan to use these skills to further social causes within their community. This is one of the most prestigious scholarships for African Americans, and it's very competitive. It offers \$10,000 for 10 students and is renewable for four years. Details are at: <http://www.ronbrown.org>

Thurgood Marshall Scholarship Fund

Financial assistance at historically black public colleges. Details are at: <http://www.thurgoodmarshallfund.net/v1>

United College Fund Scholarships

This is a major scholarship gateway. The awards are of varying amounts, under different names and with a range of requirements. Details are at: <http://www.uncf.org/forstudents/scholarship.asp>

Xerox Technology Minority Scholarship

Scholarships for students studying in areas of chemistry, engineering, physics and technology. The majority of scholarship winners are awarded \$1,000, but awards can go as high as \$10,000. Details are at: <http://www.xerox.com> (Type “scholarships” in the site’s search engine).

Yoshiyama Award for Exemplary Service

Open to graduating high school seniors in the United States and its territories, winners must demonstrate self-motivation, leadership, creativity, dedication, and a commitment to pursuing community service to be eligible for this award. Grade point averages, SAT scores and school club memberships are not considered in the selection process. Details are at: <http://www.hitachifoundation.org/yoshiyama>

ADDITIONAL RESOURCES

There are an enormous number of scholarship opportunities for motivated youth, and it really does pay to investigate as many of them as possible to see which ones are likely to be the best fit for the individual applicant. Here are some other sites to explore in your search, along with resources that can help with college planning, test preparation, and other key aspects that must be addressed in a successful college search and application process:

Other Scholarship Sites

<http://www.invent.org/collegiate>
<http://www.aynrand.org/contests>
<http://www.transition.fosterclub.com/article/higher-ed>
<http://www.ncaa.org/wps/ncaa?ContentID=1088>
<http://www.learnandserve.gov/about/programs/pfs.asp>
http://www.microsoft.com/college/ss_overview.msp
<http://www.apsanet.org/minorityopps>
<http://www.guaranteed-scholarships.com>
<http://www.siemens-foundation.org>

Scholarship Search

<http://www.collegenet.com>
http://apps.collegeboard.com/cbsearch_ss/welcome.jsp
<http://www.collegescholarships.com>

<http://www.scholarshipcoach.com>
<http://www.fastaid.com>
<http://www.fastweb.com>
<http://www.petersons.com>
<http://www.nextstudent.com>
<http://www.collegeview.com>
<http://www.scholarships101.com>
<http://www.scholarships.com>
<http://www.internationalscholarships.com>
<http://www.military.com>
<http://www.clubscholarships.com>

Other Black Excel Scholarship Possibilities

<http://www.blackexcel.org/summer-progs.htm>
<http://www.blackexcel.org/fin-sch.htm>

Scholarships for Ethnic Groups and Minorities

<http://www.free-4u.com/minority.htm>
<http://www.scholarshipsforhispanics.com>

Comprehensive Program Serving Black Students

<http://www.blackstudentfund.org>

College Planning

<http://www.cashe.com>
<http://www.collegeboard.com>
<http://www.fastweb.com>
<http://www.collegequest.com>
<http://www.gocollege.com>
<http://www.students.gov>
<http://www.allaboutcollege.com>
<http://www.nces.ed.gov/ipeds/cool>
<http://www.fosteryouthhelp.ca.gov/college.html>

Financial Aid Resources

<http://www.finaid.org>
<http://www.fafsa.ed.gov>
<http://www.csumentor.edu>
<http://www.cccco.edu>
<http://www.icanaffordcollege.com>
<http://www.studentaid.ed.gov>

Test Preparation/Practice Tests

<http://www.number2.com>

<http://www.kaplan.com>

<http://www.act.org>

<http://www.princetonreview.com>

<http://www.embark.com>

POSTSECONDARY EDUCATION OPTIONS

VOCATIONAL EDUCATION

Vocational programs provide education in a specific field or occupation. Programs usually last from one to two years. Many people who want to pursue a career in construction, HVAC, mechanics, the culinary arts, or a variety of other technical specialties can benefit from this type of degree program. Vocational programs tend to have a more hands-on focus, and prepare students for entering directly into the career field. Vocational schools may offer a number of different professions including:

- Appliance repair
- Administrative Assistant
- Auto Repair Technician
- Basic Electronics
- Bookkeeping
- Bridal Consultant
- Carpenter
- Caterer
- Certified Personal Trainer
- Child Day Care Management
- Computer Graphic Artist
- Dental Assistant
- Diesel Mechanics
- Dog Obedience Trainer/Instructor
- Drafting with AutoCAD
- Dressmaking & Design
- Electrician
- Electronics Technician
- Floral Design
- Freelance Writer
- Furniture and Cabinet Maker
- HVAC Technician
- Home Inspector
- Home Remodeling & Repair

- Hotel/Restaurant Management
- Interior Decorator
- Landscaper
- Legal Secretary
- Legal Transcriptionist
- Locksmith
- Medical Coding and Billing
- Medical Office Assistant
- Medical Transcriptionist
- Motorcycle Repair Technician
- Occupational Therapy Aide
- Optician
- Paralegal
- Pet Groomer
- Pharmacy Technician
- Physical Therapy Aide
- Plumber
- Private Investigator
- Small Business Management
- Small Engine Repair
- Teacher Aide
- Travel/Tourism Specialist
- Veterinary Assistant
- Web Page Designer
- Wildlife & Forestry Conservation

For more information and a listing of vocational schools in California, visit <http://www.tradevocationalschools.com/st/California-trade-schools.html>

Vocational Schools

The Art Institute of California-San Francisco

Phone: 1.888.493.3261 | Web site: <http://www.artinstitutes.edu/sanfrancisco>

California Culinary Academy

Phone: 1.800.736.6126 | Web site: <http://www.chefs.edu/san-francisco>

East Bay Career Advancement Academy—Oakland

Phone: 510.464.3203 | Web site: <http://www.ebcareeracademy.org>

The East Bay Career Advancement Academy (EBCAA) is a one-semester basic skills program designed to increase performance levels in reading, writing

and math to improve readiness for a youth's chosen vocational program. A high school diploma or GED is not required. Students receive assistance with registration, financial aid, career counseling and other services such as transportation and child care. The EBCAA works with many East Bay Community Colleges that offer vocational programs that can lead to well paying full-time job opportunities in areas such as green technology, bio manufacturing, biotechnology, construction, automotive technology and more.

East Bay Center for the Performing Arts—Richmond

Phone: 510.234.5624 | Web site: <http://www.eastbaycenter.org>

Eden Area Regional Occupational Program (ROP)—Hayward

Phone: 510.293.2900 | Web site: <http://www.edenrop.org>

Alameda/Oakland ROP—Oakland

Phone: 510.879.8316

Tri-Valley ROP—Livermore

Phone: 510.455.4800 | Web site: <http://www.tvrop.org>

Mission Valley ROP—Fremont

Phone: 510.657.1865 | Web site: <http://www.mvrop.org/web/index.html>

University of Phoenix

Phone: 1.866.766.0766 | Web site: <http://www.phoenix.edu/>

BAY AREA COMMUNITY COLLEGES

Berkeley City College

Phone: 510.981.2100 | Web site: <http://www.peralta.edu>

Chabot College—Hayward

Phone: 510.723.6600 | Web site: <http://www.chabotcollege.edu>

City College of San Francisco

Phone: 510.239.3000 | Web site: <http://www.ccsf.edu>

College of Alameda—City of Alameda

Phone: 510.522.7221 | Web site: <http://www.alameda.peralta.edu>

Contra Costa College—San Pablo

Phone: 510.235.7800 | Web site: <http://www.contracosta.edu>

Diablo Valley College—Pleasant Hill Campus

Phone: 925.685.1230 | Web site: <http://www.dvc.edu>

Diablo Valley College—San Ramon Campus

Phone: 925.866.1822 | Web site: <http://www.dvc.edu>

Heald Business College—Hayward

Phone: 1.800.88.HEALD | Web site: <http://www.heald.edu>

Laney College—Oakland

Phone: 510.834.5740 | Web site: <http://laney.peralta.edu>

Las Positas College—Livermore

Phone: 925.424.1000 | Web site: <http://www.laspositascollege.edu>

Los Medanos College—Pittsburg

Phone: 925.439.2181 | Web site: <http://www.losmedanos.edu>

College of Marin—Kentfield Campus

Phone: 415.457.8811 | Web site: <http://www.marin.cc.ca.us>

College of Marin—Novato Campus

Phone: 415.457.8811 | Web site: <http://www.marin.cc.ca.us>

Merritt College—Oakland

Phone: 510.531.4911 | Web site: <http://www.merritt.edu>

Ohlone College—Fremont Campus

Phone: 510.659.6000 | Web site: <http://www.ohlone.edu>

Ohlone College—Newark Campus

Phone: 510.742.2300 | Web site: <http://www.ohlone.edu>

College of San Mateo

Phone: 650.574.6161 | Web site: <http://www.collegeofsanmateo.edu>

San Joaquin Delta College—Stockton

Phone: 209.954.5151 | Web site: <http://www.deltacollege.org>

San Jose City College

Phone: 408.288.2981 | Web site: <http://www.sjcc.edu>

Skyline College—San Bruno

Phone: 650.738.4100 | Web site: <http://www.skylinecollege.edu>

BAY AREA UNIVERSITIES**California State University—Chico**

Phone: 530.898.INFO | Web site: <http://www.csuchico.edu>

California State East Bay—Hayward

Phone: 510.885.3000 | Web site: <http://www20.csueastbay.edu>

San Francisco State University

Phone: 415.338.1111 | Web site: <http://www.sfsu.edu>

San Jose State University

Phone: 408.924.1000 | Web site: <http://www.sjsu.edu>

University of California—Berkeley

Phone: 510.642.3175 | Web site: <http://www.berkeley.edu>

NORTHERN CALIFORNIA COMMUNITY COLLEGES**American River College—Sacramento**

Phone: 916.484.8011 | Web site: <http://www.arc.losrios.edu>

Butte College—Oroville

Phone: 530.895.2511 | Web site: <http://www.butte.edu>

*Dorms available

Canada College—Redwood City

Phone: 650.306.3100 | Web site: <http://www.canadacollege.net>

Columbia College—Sonora

Phone: 209.588.5100 | Web site: <http://www.columbia.yosemite.cc.ca.us>

*Dorms available

Cosumnes River College—Sacramento

Phone: 916.691.7199 | Web site: <http://www.crc.losrios.edu>

De Anza College—Cupertino

Phone: 408.864.5678 | Web site: <http://www.deanza.edu>

Evergreen Valley College—San Jose

Phone: 408.274.7900 | Web site: <http://www.evc.edu>

Feather River College—Quincy

Phone: 530.283.0202 | Web site: <http://www.frc.edu>

*Dorms available

Foothill College—Los Altos Hills

Phone: 650.949.7777 | Web site: <http://www.foothill.fhda.edu/index.php>

Gavilan Community College—Gilroy

Phone: 408.848.4800 | Web site: <http://www.gavilan.edu>

Lake Tahoe Community College

Phone: 530.541.4660 | Web site: <http://www.ltcc.edu>

Lassen College—Susanville

Phone: 530.257.6181 | Web site: <http://www.lassencollege.edu>

*Dorms available

Mendocino College—Ukiah

Phone: 707.468.3000 | Web site: <http://www.mendocino.edu>

Mission College—Santa Clara

Phone: 408.988.2200 | Web site: <http://www.missioncollege.org>

Napa Valley College—Napa

Phone: 707.253.3000 | Web site: <http://www.napavalley.edu>

Reedley College—Reedley (Fresno County)

Phone: 559.638.3641 | Web site: <http://www.reedleycollege.edu>

*Dorms available

College of the Redwoods—Eureka

Phone: 707.476.4200 | Web site: <http://www.redwoods.edu>

*Dorms available

Sacramento City College

Phone: 916.558.2111 | Web site: <http://www.scc.losrios.edu>

Santa Rosa Junior College

Phone: 707.527.4011 | Web site: <http://www.santarosa.edu>

Shasta College—ReddingPhone: 530.242.7500 | Web site: <http://www.shastacollege.edu>

*Dorms available

Sierra College—RocklinPhone: 916.624.3333 | Web site: <http://www.sierra.cc.ca.us>

*Dorms available

College of Siskiyous—Weed (Siskiyou County)Phone: 530.938.5555 | Web site: <http://www.siskiyous.edu>

*Dorms available

Solano Community College—Suisun CityPhone: 707.864.7000 | Web site: <http://www.solano.edu>**Taft College—Taft (Kern County)**Phone: 661.763.7700 | Web site: <http://www.taftcollege.edu>

*Dorms available

West Valley College—SaratogaPhone: 408.867.2200 | Web site: <http://www.westvalley.edu>**Yuba College—Marysville (Yuba County)**Phone: 530.741.6700 | Web site: <http://www.yccd.edu/yuba>**SOUTHERN CALIFORNIA COMMUNITY COLLEGES****Long Beach City College** (*Liberal Arts Campus*)Phone: 562.938.4111 | Web site: <http://www.lbcc.edu>**Pacific Coast Campus—Long Beach**Phone: 562.938.4111 | Web site: <http://www.lbcc.edu>**Los Angeles City College**Phone: 323.953.4000 | Web site: <http://www.lacitycollege.edu>**Pasadena City College—Pasadena**Phone: 626.585.7123 | Web site: <http://www.pasadena.edu>**Riverside Community College**Phone: 951.222.8000 | Web site: <http://www.rcc.edu/district/index.cfm>**San Diego City College**Phone: 619.388.3400 | Web site: <http://www.sdcity.edu>**Santa Barbara City College**Phone: 805.965.0581 | Web site: <http://www.sbcc.edu>

***NOTE:** This is not a complete directory of community colleges and universities in California. For additional community colleges visit: <http://www.cccco.edu>. Once you are at that site, click on the “Find a College” button.

HISTORICALLY BLACK COLLEGES AND UNIVERSITIES

There is a wide range of historically black colleges and universities that can be very nurturing and academically excellent schools for youth. Among the very top ones, according to Black Excel, a college help network that focuses on colleges with good track records for African American students, are (from top down in ranking): Spellman College, Morehouse, Hampton, Florida A&M, Fisk, Tuskegee, and Howard University, which are listed below:

Fisk University—Nashville, TennesseePhone: 615.329.8500 | Web site: <http://www.fisk.edu>**Florida A&M University—Tallahassee, Florida**Phone: 850.599.3000 | Web site: <http://www.famu.edu>**Hampton University—Hampton, Virginia**Phone: 1.800.624.3328 | Web site: <http://www.hamptonu.edu>**Howard University—Washington, DC**Phone: 202.806.6100 | Web site: <http://www.howard.edu>**Morehouse College—Atlanta, Georgia**Phone: 404.681.2800 | Web site: <http://www.morehouse.edu>**Spelman College—Atlanta, Georgia**Phone: 404.681.3643 | Web site: <http://www.spelman.edu>**Tuskegee University—Tuskegee, Alabama**Phone: 334.727.8011 | Web site: <http://www.tuskegee.edu>

For more information about historically black colleges, scholarships for them, and a great deal of information about this type of school, visit:

- **Black Excel:** <http://www.blackexcel.org>
- **United Negro College Fund:** <http://www.uncf.org>

GUARDIAN SCHOLARS PROGRAMS

The number of college and university programs that provide support services to former foster youth to assist them with their goals in higher education is increasing all the time. These programs vary from college to college, and each may offer different support services. If you want to go to college, it would definitely be worthwhile to spend a little time researching where you can find such a program to fit your needs. One of the best known is the Guardian Scholars Program, whose goal is to support former foster youth in their efforts to gain a university, community college or trade school education. Guardian Scholars students receive:

- College and career workshops
- Financial Aid Package – grants and scholarship packages cover tuition and living expenses
- Housing – priority is for campus housing and year-round housing, either on or off campus
- Academic Advisement – assistance with class selection and registration
- Employment Services, Mentoring and Career Counseling – job placement and advising
- Personal Guidance, Counseling, Tutoring – regular contact with a consistent counselor to develop and monitor an education plan
- Supplemental Support Services – child care, transportation help, book and supply vouchers and other such expenses

The following schools have “Guardian Scholars” or “Renaissance Scholars” programs. These programs are specifically designed for foster youth and help with financial aid, housing, mentoring, tutoring and much more. If your school of choice is not listed below, be sure to contact the university or college you wish to attend and ask them if they have these programs, since Guardian Scholars and Renaissance programs are expanding all the time.

NORTHERN CALIFORNIA CONSORTIUM OF UNIVERSITY FOSTER YOUTH SUPPORT PROGRAMS

University of California—Berkeley

Phone: 510.642.6151

California State University—Chico

Phone: 530.898.6451

University of California—Davis

Phone: 530.752.9711

California State University—East Bay

Phone: 510.885.3747

California State University—Monterey Bay

Phone: 831.582.4323

California State University—Sacramento

Phone: 916.278.2934

University of California—Santa Cruz

Phone: 831.459.4968

San Francisco State University

Phone: 415.405.0546

California State University—Stanislaus

Phone: 209.278.4900

San Jose State University

Phone: 408.924.1098

SOUTHERN CALIFORNIA CONSORTIUM OF UNIVERSITY FOSTER YOUTH SUPPORT PROGRAMS

Cal Poly Pomona

Phone: 909.869.3169

California State University—Fullerton

Phone: 657.278.4900

San Diego State University

Phone: 619.594.6298

University of California—Los Angeles

Phone: 412.849.7984

STUDENT SERVICES

CHILD CARE SERVICES

Many universities offer early childhood programs and services for infants, toddlers, and preschool children of students. Prospective students with young children should inquire to find out if this service is offered at the college(s) you are applying to.

EDUCATIONAL OPPORTUNITY PROGRAMS (EOPS)

Educational Opportunity Programs help students with tutoring, academic advising, paying for college and overall mentoring. When applying to a college, ask if they have an EOP program.

EDUCATIONAL COUNSELING

Many universities offer support to students by providing information and resources on how they can best reach their desired educational goals. Programs may include one-on-one educational counseling, workshops, and/or support group meetings, and other similar services. When applying to college, ask if they have this program.

STUDENT DISABILITY CENTERS

Universities are diligent in their efforts to offer assistance for students with disabilities and are committed to ensuring equal educational opportunities for students with disabilities. An integral part of that commitment is the coordination of specialized academic support services. Student Disability Centers may offer support in different areas of disability, such as learning, vision, hearing, medical, psychological and mobility.

ATTENDING COLLEGE FOR TEENS WITH DISABILITIES

You can visit <http://www.going-to-college.org> to be directed to a Web site developed for youth with disabilities who are making the transition to college. The site contains information about successfully navigating college life with a disability. It's designed for high school students and provides video clips, activities and additional resources that can help students get a head start in planning for college.

THIS SECTION INCLUDES resources and steps to independent living for transitional age youth. Many foster youth receive these services through the Independent Living Skills Program (ILSP), although unfortunately not all foster youth participate in this program. To ensure that **all** foster youth receive emancipation planning, CASA encourages volunteers to be involved in this process and work with the team to create an emancipation plan for their assigned youth.

There are many resources and services available to transitional age youth, but often youth are not aware of them or how to access these resources. Youth can easily become overwhelmed with all that needs to be completed before their dismissal from dependency and can easily get discouraged with this process.

Volunteers help youth through this process by taking an active role in the youth's emancipation planning. CASAs can ensure that pre-emancipation planning occurs in a structured and timely manner by attending emancipation meetings, assisting the youth with tasks and updating the team on a regular basis regarding the youth's progress.

The CASA program strives to improve emancipation outcomes for transitional and emancipated youth, increase youths' access to valuable resources, and helps to ensure that foster youths' needs are met. This powerful combination of consistent mentoring and advocacy for a child's needs results in a much greater chance that these young people will achieve a bright, successful future.

EMANCIPATION PLANNING PROGRAMS AND RESOURCES

Alameda County Independent Living Skills Program (ILSP) Oakland

Phone: 510.667.7696 | Web site: <http://www.alamedacountyilsp.org>

ILSP supports youth transitioning from the foster care or the juvenile justice system to independent living. ILSP assists youth in obtaining employment, enrolling in college, teaching life skills, and even pays for driver's education courses. Youth are referred to ILSP by their child welfare workers or probation officers at 15½ years of age.

If a caregiver has "legal guardianship" of the youth, the youth may not be considered a foster child and would therefore be ineligible for ILSP services. However, they may be eligible for ILSP when there is guardianship under the following conditions:

- They were in foster care when they were 16-years-old and the court ordered guardianship after age 16.
- They were living with a relative in foster care and then the juvenile court made the relative their “legal guardian,” which may be considered the Kinship Guardianship Assistance Payment (Kin-GAP) program. This program was established by Senate Bill 1901 to offer a subsidy to children leaving the juvenile court system to live with a relative or guardian. This group of youth are eligible for ILSP services. Unfortunately, they may not qualify for an automatic Medi-Cal extension, so they must apply for this on their own.

ILSP offers additional services to emancipated youth ages 18-23, including:

- One-time \$1,000 grants for security deposits and move-in costs up to age 21. Furniture and other household necessities may also be provided.
- Assistance with applying for financial aid for housing on or near campus for students attending four-year universities or colleges.
- Book money every semester for those in higher education maintaining a 2.0 GPA or better. Youth are eligible for this service until age 21.
- Assistance with applying for either permanent or 18-month Section 8 housing vouchers for both single adults and parents with one or more children.
- Assistance with applying for SSI for eligible young adults.
- Referrals to subsidized housing, transitional housing programs (THPs) and shelters.
- Referrals to supportive housing such as Regional Center, Bonita House, and similar programs.
- Placement in job training programs such as Job Corps, AmeriCorps and California Conservation Corps.
- Gift cards to a number of retail stores for household furnishings. This is based on need and is only provided one time per month and continues until age 21.
- Furniture is provided through the Salvation Army Thrift Store in Oakland for up to \$350 per post-emancipation youth.
- Food vouchers for emergency support. This is based on need and is only provided one time per month and continues until age 21.

Beyond Emancipation—More Help with Successful Transitions to Adulthood—Oakland

Phone: 510.667.7696

Beyond Emancipation’s mission is to help emancipated youth make successful transitions into adulthood and living independently. They offer many services including:

- **Transitional Housing:** In partnership with the Alameda County Social Services Agency and other youth providers, Beyond Emancipation places

former foster youth in transitional housing or in the homes of caring volunteer adults and families. In addition, Beyond Emancipation provides referrals to other housing opportunities.

- **Access to Education:** This program provides support and assistance to students in secondary and postsecondary schools. Beyond Emancipation guides students through the college application process and provides support throughout the college experience.
- **Employment Skills Help:** In addition to providing resume review and job search assistance, Beyond Emancipation refers clients to employment-focused agencies that promote self-sufficiency among high risk, underserved youth from 16 to 24 years old.
- **Life Skills Instruction:** Beyond Emancipation provides free life skills classes—such as financial literacy training—for their clients. They also work to find mentors for interested youth.
- **Leadership Development Opportunities (Youth Engagement):** Beyond Emancipation is an active member in Alameda County’s youth engagement strategy, which encourages current and former foster youth to voice their opinions and perspectives in the creation and oversight of programs and policies in Alameda County that affect foster care and the support youth receive after emancipation, such as stipends for books, assistance locating housing, and career planning.

Casey Life Skills

These free, online tools allow youth to assess and develop their strengths in life skills that include money management, work and study habits, self-care, and readiness for seeking a job and housing. The Casey Life Skills program is for young people age eight and above, their caregivers, and child welfare professionals and educators who serve youth.

Easy-to-use assessments provide instant, confidential feedback. Customized learning plans give learners and mentors a clear outline of next steps. Teaching resources are available free or at a minimal cost.

Volunteers can help youth:

- Assess their strengths in life skills such as money management, work and study habits, self-care, and readiness for seeking a job and housing
- Identify and set realistic goals for growth
- Create a customized learning plan
- Learn life skills with “Ready, Set, Fly” or other available teaching resources
- Track progress

Volunteers can access these online tools at: http://www.chafee.org/pages/assess/assess_printable.htm or www.caseylifeskills.org

First Place for Youth—Oakland

Phone: 510.272.0979 | Web site: <http://www.firstplaceforyouth.org>

First Place works to ensure that all foster youth have the opportunity to get the help they need to achieve a safe, successful transition from foster care. Through a housing program, an academic enrichment program, counseling, its youth community center, community education and collaboration with other Bay Area social service agencies, they help youth to gain the skills needed to live successfully as independent adults.

- **First Foundation:** This foundation provides guidance and stability to youth who are not living in traditional foster family settings, but instead are placed in a residential facility and are within two years of “aging out” of foster care. Foundation staff work with youth using a therapeutic model to set realistic goals. Staff provides youth access to educational advancement, mental health services, and employment resources in their communities to prepare them for transitioning from foster care.
- **First Steps:** This transitional support center provides case management, educational and employment support, housing referrals and community resources for current and former foster youth. These services are provided in a social setting designed to empower young people making the transition to independent living. A drop-in training center, First Steps plays a pivotal role in supporting youth by providing workshops that address health, relationships and communication; budgeting and finance classes; and one-on-one counseling and advocacy services that help to ensure successful transitions into independence.

Foster A Dream—Martinez

Phone: 925.228.0200 | Web site: <http://www.fosteradream.org>

“Foster A Dream” provides programs and resources that motivate and help train Bay Area foster children so they can have successful transitions into the adult world. Its Bridges Program is multi-faceted and provides youth with critical resources, mentor connections and engaging community support. Bridges provides:

- Mentors that serve as education and career advocates
- Thorough academic guidance and support that includes overcoming high school credit deficiencies, strategies for getting a high school diploma or GED, and postsecondary vocational planning

- “Dare to Dream” academic scholarships. For more information visit: <http://www.brainstormusa.com>
- Provide information about colleges that offer supportive services for foster youth
- Assistance with transitional housing, most often on an emergency basis
- Information about employment opportunities and job readiness skill development programs
- TECHweek, which is a week-long technology camp

Fred Finch Youth Center—Oakland

Phone: 510.485.5342 | Web site: <http://www.fredfinch.org>

Fred Finch Youth Center provides high-quality programs for the care and treatment of children, youth, young adults, and their families. Its transition programs can begin before the youth leaves foster care, residential, or family care and can continue until age 22. Youth are eligible to begin services at age 16, or about six months before leaving care. Staff members work closely with those already involved with the youth to assure as smooth a transition as possible. Young adults can also apply for transition services after becoming independent to help with challenges such as homelessness or pursuing educational goals.

Young adults can request transition services whenever there is a need for more support or resources to succeed at independence. Available services include intensive case management and coordination of services; individual therapy; family therapy; resources and referral services to programs for housing, employment, and education; assistance with enrollment in Supplemental Security Income (SSI), Department of Rehabilitation, Alameda County Vocational Program, adult education and community college; and assistance with independent living tasks such as using public transportation, budgeting and shopping.

Pivotal Point—Oakland

Phone: 510.667.7696

Pivotal Point is a non-profit organization designed to promote self-sufficiency among high risk, underserved youth from 16 to 24. Through intensive employment training, vocational skills development, entrepreneurship training, case management, and other comprehensive supportive services, they help youth successfully make the transition into becoming productive, prosperous adults.

- **Employment Services:** The employment-training program is led by Pivotal Point’s Peer Educator team. The Job Readiness Workshops they facilitate help youth find and retain employment by:

- Identifying barriers to employment
 - Fostering the development of healthy and supportive relationships
 - Training in effective time management
 - Teaching the importance of proper attire, etiquette, workplace vocabulary and hygiene
 - Writing effective resumes and cover letters
 - Developing skills that support their career interest
- **Vocational Training:** The vocational training program is designed to help youth learn a specific vocational skill that will help them become more prosperous. Pivotal Point collaborates with local organizations, schools, and agencies to provide various training programs throughout Alameda County. Some of the job training programs include:
 - Certified Nurse Assistant
 - Construction Pre-Apprentice
 - Biotechnology
 - Professional Security
 - Phlebotomy
 - **Entrepreneurship Training:** Pivotal Point offers a 12-week entrepreneurship training class developed specifically for youth. The curriculum, designed by the National Foundation for Teaching Entrepreneurship, covers basic business concepts including:
 - Market research and business selection
 - Tracking costs and revenues
 - Marketing and advertising
 - Negotiation and pricing
 - Business plan creation
 - **Anger Management:** The anger management program uses discussion groups to challenge old beliefs and help youth make positive changes. Pivotal Point helps youth develop effective tools and techniques to manage their anger and successfully and non-violently handle stressful situations.
 - **Parental Support:** This program provides intensive and comprehensive support services so youth with children can adequately handle the stresses of parenthood. In addition to teaching appropriate parenting skills, the program helps youth reach their academic goals, locate affordable housing, access health care and obtain employment and daycare.
 - **Internships:** Pivotal Point offers paid and non-paid internships in a variety of fields. If youth are looking to begin a career, change a career,

or supplement their education with practical training, volunteers should encourage them to apply for an internship.

- **Pre-Apprenticeships:** The pre-apprenticeship program is designed to help participants to reach their goals of becoming general contractors, plumbers, roofers, and other skilled tradespersons. The participants learn the fundamentals, basic safety, how to read blueprints, and how to use the tools of their chosen trade. Once they have completed the introductory course of studies, they are eligible to register in the apprenticeship program and receive the training necessary to work in their desired field.
- **Community Service:** Pivotal Point believes in building healthy relationships with prospective employers. They have partnered with local community-based employers to help youth find employment in the farming and agricultural fields, health sciences and culinary arts.

TAY System of Care

Phone: 510.567.8100

Web site: <http://www.acbhcs.org>

The Transition Age Youth (TAY) System of Care exists to improve the services and outcomes for youth 16 to 24 years of age who are experiencing mental illness in making successful and seamless transitions towards self-sufficiency and independent living.

The TAY System of Care primarily serves youth who are Seriously Emotionally Disturbed (SED) or Seriously Mentally Ill (SMI). As a result of the mental disorder, the young person may exhibit challenges in self-care, school functioning, family relationships, or in their ability to function in the community.

Youth experiencing more complex placement issues that go beyond office-based treatment plans may be referred to the Transition Assessment Team by calling 510.567.8100.

WestCoast Children's Clinic—Oakland

Foster Youth Development Program (FYDP)

Phone: 510.269.9030

Web site: <http://www.westcoastcc.org>

The Foster Youth Development Program (FYDP) works with youth from 15 to 20 years of age to address the social and emotional obstacles that may impede the youths' progress towards their goals. They work with young people to help them understand psychological or environmental challenges that may be pre-

venting them from a successful emancipation. They accept referrals from child welfare workers for youth ages 15 to 17½ years of age.

The goal of FYDP is to create a positive support system and offer an alternative to negative peer culture. They promote youths' attendance in group sessions each week by providing transportation and dinner. They also allow the young people an opportunity to informally "hang out" with each other, build relationships, access online resources through the use of laptops, and share information about upcoming events during the first hour of group. During the second hour, youth explore their sense of who they are and process negative life experiences. The groups provide guidance, support, and psycho-education on topics that are most relevant to the youths' daily lives, including problems with peers, dating, finding employment, getting through college, living on their own, and other issues young people face in our times.

EMANCIPATION PLANNING

Transitional Independent Living Plan (TILP)

A Transitional Independent Living Plan, which serves as a road map to emancipation, should be completed by child welfare workers for all foster youth 16 years of age and older.

In collaboration with ILSP, youths and their child welfare worker must come up with a plan together. This helps to identify a plan for emancipation. It also outlines what youth and their support team will need to finish in preparation for emancipation. This plan should include information regarding plans for college, housing, employment, child care and so forth.

This plan must be documented and the youth should help to prepare it. Volunteers and youth should make sure to get a copy of this plan and ask the team who will be supporting the youth to implement the plan. Applications, scholarships, grants, financial aid and other key tasks for successful transition into adult lives have deadlines, so timelines must be created and followed. If something needs to be changed on the plan, contact the child welfare worker with your request.

Emancipation Conferences

The purpose of Emancipation Conferences is to address areas in which emancipation planning is needed, including higher education, housing, employment, identifying permanent adult connections, and helping youth become aware of the vast array of resources that can help them. These meetings should

occur for all youth attending ILSP and begin at age 16. Youth not participating in ILSP can also take advantage of this service, but volunteers should first contact the child welfare worker to get approval. CASA volunteers are strongly encouraged to attend these meetings and work with the team to ensure that all critical areas are addressed.

Permanent Adult Connections

Permanent adult connections are adults who consistently demonstrate an unconditional, lifelong parent-like relationship with the youth that the youth accepts and values. Through the process of locating adult connections, youth are also creating permanency in their lives. Permanency is both a process and a result that includes finding a meaningful connection with at least one committed adult who provides a safe, stable and secure parenting relationship. Characteristics of this relationship are love, unconditional commitment, lifelong support in the context of reunification, a legal adoption, or guardianship when possible. In a healthy relationship of permanency, the youth maintains the freedom and the opportunities to keep contacts with important people, including brothers and sisters.

Thousands of children and youth find themselves growing up in foster care without permanent families or any lifelong connections. Some children living in foster care change homes multiple times and remain in the foster care system until they reach 18 and "age out." These children often have lost connection with those important to them and do not have a consistent group of friends and family. Without the social, emotional and financial support typically offered to young adults by their families, many foster youth find themselves alone during important periods in their lives when they face serious challenges.

CASA volunteers can be instrumental in ensuring that transitional age youth locate permanent adult connections by working closely with the team and by linking youth to services and programs in their community. Volunteers can also make court recommendations to conduct appropriate searches to locate potential connections such as relatives, former foster parents, teachers, church members, scout leaders, coaches, and other adult mentors.

Family members who become permanent adult connections to youth can help them learn more about their family history, including medical and mental health history and cultural background. They can help them connect with other family members when this is in the youth's best interest, provide them with photographs, help them work through grief and loss issues, and provide a wide range of services that help the foster youth come to terms with what in

many instances has been a very difficult legacy. Ideally, permanent adult connections should be identified before the youth's dismissal from dependency, but if this has not occurred and the youth wants to locate an adult of this type and quality, volunteers should encourage their youth to pursue their search. In some cases, this search will entail helping youth find relatives and other people who have disappeared from their lives. There are a number of different search engines that can help with this, including:

- <http://www.ussearch.com>
- <http://www.zabasearch.com>
- <http://www.peoplefinders.com>
- <http://www.netdetective.net>
- <http://www.intelius.com>
- <http://www.usa-people-search.com>
- <http://www.myspace.com>
- <http://www.facebook.com>

Youth should also consider case file mining (looking over old records), re-viewing birth and death certificates, contacting past child welfare workers, accessing prison system databases, placing newspaper advertisements, writing letters and calling the Indian Child Welfare Act Tribal Contact.

The Mormon Temple in Oakland also offers the general public free access to many databases for genealogy research, as well as librarians who can help in this process of discovery. You can learn more about them at: <http://www.ldschurchtemples.com/oakland>, or call 510.531.3300 and ask about their genealogy programs.

***NOTE:** "Emancipated Youth Connections Project: Final Report/Toolkit" published by The California Permanency for Youth Project, provides detailed information regarding strategies for achieving permanency for foster youth. This report can be accessed at <http://www.cpyp.org/booklets.html>.

STEPS TO INDEPENDENT LIVING

Below is a checklist that foster youth should complete to help them prepare for independent living. CASAs can assist youth in these areas and connect them with programs that will help them with emancipation planning.

Vital Records	Yes	No	N/A
Certified birth certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Security card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
California identification card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of citizenship or residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death certificate of parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and Education Passport (HEP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of medical, dental and mental health records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of transcripts and other educational records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History of placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ward of court letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Transitional Independent Living Plan (TILP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of child welfare worker court reports (child must be 12 years of age or older)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education	Yes	No	N/A
On target to obtain high school diploma/GED by 19 th birthday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Took the PSAT, SAT I and/or ACT examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interested in vocational/certificate program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interested in community college/4-year university	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed FAFSA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for scholarships and grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education	Yes	No	N/A
Applied for Chafee grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toured several community colleges/universities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussed career interests with guidance counselor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified a person to help him/her make decisions regarding education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researched foster youth support programs, such as the Guardian Scholars Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gathered all the necessary paperwork for school applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed school applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed EOPS/EOP applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for book money through ILSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researched student clubs at community colleges/universities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created an academic plan related to the goals for his/her future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment	Yes	No	N/A
Participated in vocational assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed resume, cover letter and references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created folders with employment materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secured employment that pays above minimum wage, if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate interviewing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participated in role playing for job interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has appropriate clothing for job interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has a calendar for appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to read a paycheck stub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has participated in programs offering career exploration and employment preparation and placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Resources/Assistance	Yes	No	N/A
Applied for CalWorks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for Supplemental Security Income (SSI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for Foods Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for General Assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
California identification card discount letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of credit cards, interest rates, credit limits, transferring balances, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opened checking/savings account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to write and cash a check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of credit report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created a budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reminder to use coupons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources for food, clothing and furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ILSP Financial Assistance	Yes	No	N/A
Bus and BART passes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reimbursement for driver's lessons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposit assistance up to \$1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free computer upon completion of computer class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gift cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Household furnishings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational testing fees (SAT & GED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assistance with uniforms and equipment for job training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing	Yes	No	N/A
Applied to several transitional housing programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has a plan for permanent housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researched host housing options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied to Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researched military options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secured college dorm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied to Regional Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied to Section 8 housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researched other options for subsidized housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources for tenant and landlord rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources to understand a lease, rental agreements and other contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of http://www.craigslist.org to obtain free and inexpensive furniture for housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Three letters of recommendation for housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Life Skills	Yes	No	N/A
Completed Casey Life Skills Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered to vote	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered for the Selective Service (males only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of what is required for basic vehicle maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to complete taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtained a library card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possession of a First Aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to read a map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of bus and BART systems and public transportation schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of emergency contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Life Skills	Yes	No	N/A
Knows how to make healthy decisions and advocate on his/her own behalf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands the importance of good hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good problem solving skills/conflict resolution skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands the basic concept of nutrition and knows how to prepare basic meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands the social, emotional, health and legal risks associated with alcohol, drug and tobacco use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medical/Dental	Yes	No	N/A
Completed form for Medi-Cal extension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possession of Medi-Cal card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has completed a comprehensive screening to assess physical health, developmental needs, mental health and possible substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to obtain medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of how to secure therapeutic services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows how to seek medical attention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided resources regarding health education, such as birth control, sexually transmitted diseases and pregnancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pregnant and Parenting Teens	Yes	No	N/A
Completed parenting classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for subsidized child care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied for Women, Infants and Children (WIC) program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral completed for Black Infant Health Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Referral completed for Improving Parenting Outcomes Program (IPOP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed form to enroll newborn in Medi-Cal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supportive Relationships/Community Resources	Yes	No	N/A
Attended an Emancipation Conference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determined eligibility to participate in Beyond Emancipation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identified permanent adult connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has received contact information of sibling(s) who are in foster care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy relationships with other peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has a healthy sense of their ethnicity, cultural identity and personal identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth has the ability to create, maintain and strengthen supportive and sustaining relationships with significant others, foster families, his/her birth family, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enrolled in extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEPS TO GET A CALIFORNIA ID

1. Visit a DMV office, or make an appointment ahead of time for faster service by visiting: <http://www.dmv.ca.gov>
2. Complete application form DL 44—an original DL 44 form must be submitted. Copies will not be accepted. These forms can also be obtained at the above Web site or by visiting your local DMV.
3. Give a thumb print
4. Have your picture taken
5. Provide your Social Security number; it will be verified with the Social Security Administration while you are in the office
6. Verify your birth date and legal presence (you may use your California driver’s license)
7. Pay the application fee

Reduced-fee ID Card

Youth may pay a reduced application fee for an original or renewal identification card if they meet income requirements from a public assistance program. If they are eligible, the governmental or non-profit program will give them a completed Verification for Reduced Fee Identification Card form (DL 937) to take to the DMV to apply for the reduced fee identification card.

STEPS TO GET A DRIVER’S LICENSE – FOR YOUTH UNDER 18 YEARS OF AGE

1. Enroll in the Independent Living Skills Program (ILSP). This is not a requirement, but they will be able to assist youth with the tasks required to obtain the license. ILSP will also assist with the processing fees.
2. Talk to your child welfare worker and caregiver about your desire to obtain your driver’s license.
3. Foster youth, both dependents and wards, may apply for a driver’s license if the application is signed by a grandparent, a sibling over the age of 18, an aunt or an uncle, a foster parent with whom the minor resides, a probation officer, or a child welfare worker.
4. Make an appointment online with the Department of Motor Vehicles (DMV) by visiting <http://www.dmv.ca.gov>. The DMV will provide youth with all the paperwork and information they will need to get a driver’s license.
5. If youths are under 18 and at least 15½, they can apply for a provisional driver’s license. The first step to getting a license is to get an instruction permit.
6. The provisional instruction permit will have the following restrictions:
 - Obey the traffic laws
 - Drive without a collision
 - Drive with a parent, guardian, spouse, or an adult 25 years of age or older who has a valid California driver’s license
7. Youth must hold their permit for six months **before** they can take their driving test to get their driver’s license. To take their driving test they must:
 - Be at least 16-years-old
 - Have held a California instruction permit for a minimum of six months
 - Have completed driver’s education
 - Have completed six hours of professional driver’s training. Select a driving school by searching on the Internet for “Bay Area Driving Schools.”
 - Have completed 50 hours of behind-the-wheel practice with an adult 25 years of age years or older. The adult must have a valid California driver’s license and certify that the 50 hours of practice has actually taken place. At least 10 of the 50 hours must be done at night.
8. Driver’s Education must consist of at least:
 - 25 hours of classroom instruction, not including breaks or meal times.
 - Home study or an Internet training program that must offer the equivalent curriculum as classroom instruction.
9. Driver’s Training must consist of at least:
 - Six hours of driver training with a professional driving instructor.
 - The driver training cannot exceed two hours per day. If the youth is in

the car and observing another driver, that time does not count toward the six hours they need for the required behind-the-wheel driver training.

10. Before the youth takes the driving test, check the address on the permit to be sure it is correct. When the youth checks in to take the driving test, tell the DMV technician if the youth has moved or if the address is incorrect.
11. Youth will be asked to show that they are properly insured before their driving test begins. If they do not have proof of insurance, the driving test will be postponed.
12. If the youth fails the driving test, he or she must wait two weeks before taking another test. The youth will have three chances to pass the driving test before having to start the application over. A re-test fee will be assessed to take a second or third driving test.
13. After youth pass the driving test, they will be issued a temporary license valid for 60 days. Their new photo license will be mailed to them. If they have not received their license after 60 days, call **1.800.777.0133** to check on the status. Youth should have a temporary license with them to show when requested.

STEPS TO GET A DRIVER'S LICENSE – YOUTH 18+ YEARS OF AGE

To apply for an original driver's license if the youth is over 18, they will need to do the following:

1. Visit a DMV office (make an advance appointment for faster service via phone or over the Internet at <http://www.dmv.ca.gov>).
2. Complete application form DL 44. An original DL 44 form must be submitted; copies will not be accepted.
3. Give a thumbprint.
4. Have their picture taken.
5. Provide their social security number; it will be verified with the Social Security Administration while they are in the office.
6. Verify birth date and legal presence.
7. Provide true full name.
8. Pay the application fee.
9. Pass a vision exam.
10. Pass a traffic laws and sign test. There are 36 questions on the test and there are three chances to pass. Youth should study the California Driver Handbook to prepare for the test. This handbook can be accessed at: http://www.dmv.ca.gov/pubs/hdbk/driver_handbook_toc.htm
11. Youth will then be issued a permit if they have never been licensed before. When youth practice, they must have an accompanying adult who is 18 years of age or older, with a valid California license. It is illegal for youth to drive alone.

12. Youth have three chances to pass the driving test. If they fail, they may practice for a while, and then make another appointment. If they fail to successfully complete the driving test on the first attempt, they must pay a \$6.00 fee for each additional driving test that is administered under an application for an original or renewal driver's license.
13. After they pass their driving test they will be issued an interim license valid for 60 days until they receive their new photo license in the mail. Make sure they double-check their address before they leave the DMV and tell the DMV representative if they have moved or if their address is incorrect. If you have not received the license after 60 days, call **1.800.777.0133** to check the status. Make sure youth have their interim license so they can provide their information when requested.
14. If their names are different on their birth date and/or legal presence document from the one they are currently using, they will also need to provide an additional acceptable document to establish their true full names. Valid documents include a marriage certificate, dissolution of marriage, adoption, or name change document that shows the youth's current name.

IMPORTANT THINGS TO KNOW ABOUT HAVING A DRIVER'S LICENSE

- Once a youth has a driver's license, his or her parents or guardian are responsible for any damages resulting from any accident or injury caused by the youth while driving a motor vehicle. This responsibility applies to any person—including a foster parent—who signs a driver's license application on behalf of a youth. (Only State and County probation officers and County child welfare workers are specifically exempted from the joint liability provisions of VC Sections 17707 and 17708.) Therefore, probation officers and County child welfare workers may sign driver's license applications on behalf of foster youth irrespective of the joint liability provisions if the foster youth files a proof of financial responsibility.
- Auto insurance can be expensive. Youth must have a means to pay for the insurance or ask their parents or foster parents to include them on their insurance plan.
- If youth get a ticket, make sure they pay the ticket or go to court. If they fail to pay the ticket, the judge can issue a warrant for their arrest. If they get stopped again, make sure to let them know that they can be arrested and taken to jail.

TIPS FOR BUYING A USED AUTOMOBILE

- Decide what you need the car for—daily commuting, recreation, weekends and evenings, carrying cargo, carrying two or more people, city driving or suburban and rural driving.
- Determine your price range. Be realistic.
- Decide how you will finance the car. Consider your financing budget.
- Consider your preferred level of fuel efficiency—very old and many newer cars and trucks get surprisingly poor mileage.
- Decide your annual repair budget.
- Add up your total budget. Adjust as necessary or desired.
- Go to a newsstand, bookstore or <http://www.amazon.com> for books that will provide you with information regarding choosing an automobile.
- Search listings on <http://www.sfbay.craigslist.org>.
- Get copies of free, local classified ad circulars and local daily and weekly newspapers.
- Visit used car dealerships but be clear with them that you are only looking. Do not be persuaded to purchase a vehicle until you have taken the time to research other options.
- Look under “Automobiles for Sale” in the classified sections.
- Circle the vehicles that interest you and fit your price range.
- Call the numbers listed.
- Ask for the year and model.
- Ask whether it is manual or automatic.
- Ask why it is being sold. If the seller doesn’t give you a good reason, be wary. The car could need expensive repairs.
- Ask about current or prior mechanical problems with the car, including consequences of past accidents.
- Ask if there is a valid smog certificate. It is the law! A youth should not buy a car that does not have a valid smog certificate. Keep in mind that (a) if the car hasn’t passed a smog test and therefore can’t be registered, the youth may receive tickets for driving an unregistered car, and (b) the car may require extensive and costly repairs to pass the smog test.
- Ask about the number and identities of previous owners.
- Ask if the car is still under manufacturer’s warranty, whether that warranty is transferable, and if the owner has any service records to show that the car has been maintained properly in the past.
- Arrange to see the car.
- Arrange to take the car to an auto shop to have it inspected to make sure there aren’t any mechanical problems.
- After the car has been inspected, take some time to decide whether this is the car you want to purchase. Don’t make an impulse buy because you may regret it later.

AUTOMOBILE INSURANCE

California requires that you carry proof of insurance when you drive. All vehicles driven or parked on a California street, road or highway must be insured. You may qualify for the California Low-Cost Automobile Insurance Program. Information is available on the Department of Insurance Web site at <http://www.dmv.ca.gov>, or by calling 1.866.602.8861.

Below are some automobile insurance companies in the Bay Area.

- AIG: <http://www.aig.com>
- Allstate: <http://www.allstate.com>
- Esurance: <http://www.esurance.com>
- Farmers Insurance Group: <http://www.farmers.com>
- GEICO: <http://www.geico.com/auto>
- Nationwide: <http://www.nationwide.com>
- Progressive: <http://www.progressive.com>

PURCHASING A CELLULAR PHONE

Purchasing a cellular phone is more than a matter of choosing a handset—you also have to pick a service provider, or carrier, as well. Each carrier in the United States offers a different selection of technologies and services, so it’s important to think about your needs when making a choice. For that reason, selecting a carrier should be the first step in the cell phone buying process.

Below is a partial list of providers available in the Bay Area:

- AT&T: <http://www.wireless.att.net>
- T-Mobile: <http://www.t-mobile.com>
- Sprint: <http://www.sprint.com>
- Verizon: <http://www22.verizon.com>
- Metro-PCS: <http://www.metropcs.com>
- U.S. Cellular: <http://www.uscc.com>

Choosing a Cell Phone Plan

1. **Calculate your usage.** Unless you choose a prepaid plan, your carrier will ask you to sign a contract. Although the contract does bind you to that carrier for one or two years, and you’ll have to pay a fee for breaking the contract early (often \$175), you will be entitled to rebates on a new phone.
 - Before you sign anything, think carefully about how much you’ll actually be using your phone, since usage time is the basis of every calling plan. In short, the more minutes you need each month, the more you will pay.

- If you go over your minute allotment, you will be responsible for expensive overage fees.
 - If you go over your minute allotment, you may want to increase your total minutes per month to ensure you don't have to pay overage fees again.
 - If you have questions about overage fees on your bill, call your carrier and ask them to review the bill with you. It is important for you to understand when you began accumulating these charges, so you can avoid them in the future.
2. **Figure out what you need.**
- Almost all plans now offer nationwide roaming, though some regional carriers may charge you for leaving the home coverage area.
 - Consider shared or family plans, which allow you to share your monthly airtime allowance with additional lines for family members. If you go this route, make sure you can count on the other persons to pay their portion of the bill each month.
 - Consider prepaid plans that allow you to pay for an allotted amount of service up front. When you've used all of your minutes, you have the opportunity to buy more service.
3. **Before you sign on the dotted line review the contract carefully.** If you have questions, make sure to clarify with the provider.
- Know how long the grace period is for trying a service and how long your contract lasts. Remember that you will have to pay an early termination fee for leaving your contract early, but most carriers are now prorating the fees so that the amount decreases over time.
 - Know how many minutes you have (both peak and off-peak) and when off-peak hours begin and end.
 - Know where you can track your usage; it is often possible to do this from your phone via text, or online. Make sure to track your minutes on a regular basis so that you don't accrue overage fees.
 - Be aware of all extra fees, such as activation, international calling, overtime, 411, and so on.
 - If you're going to use text messaging, multimedia messaging, e-mail, or Web browsing on a regular basis, it's best to get a message bundle or a data plan. Otherwise, you'll be charged on a per-use basis, and these charges can add up quickly.
 - Get only what you need. Don't be pressured into purchasing a data plan if you won't use it. And if you don't get direct answers to your questions, go somewhere else. If you purchase something you find that you're not using, contact your provider and ask them to remove it from your plan.
 - Carriers now offer a variety of free calling minutes to a select group of phone numbers. These can include calls to other cell phones on the same carrier, calls to cell phones on any carrier, or calls to a select set of phone

- numbers—even landlines. Check your carrier for more information.
- Remember to pay your bill on time or you will probably be charged late fees and/or your provider will turn your phone off. If you don't pay your bill, it may be difficult for you to get another phone because other carriers may run a credit check and discover that you did not pay your bill with your former carrier.

BIRTH CERTIFICATES

How Do I Obtain a Copy of My Birth Certificate?

1. You can request a copy of your birth certificate from your child welfare worker. Make sure you request a copy before you are dismissed from dependency. If your child welfare worker does not have a copy, if you are enrolled in ILSP, you can ask them to help you obtain a copy. They will pay the associated fees for the birth certificate.
2. You may also request a copy in-person at the nearest Office of Vital Records.
3. You may also request a copy from:

Office of Vital Records
Department of Health Services
MS: 5103
P.O. Box 997410
Sacramento, CA 95899-7410

Personal checks or money orders should be made payable to Office of Vital Records. To verify current fees, the telephone number is 916.445.2684; which takes you to a recorded message. Information on how to obtain certified copies is also available via the Internet at <http://www.cdph.ca.gov>. To obtain a Certified Copy after July 1, 2003, you must complete a sworn statement included with the birth certificate application form and sign the statement under penalty of perjury. If you mail your request, your sworn statement must be notarized. If your mailed request indicates that you want a Certified Copy but does not include a notarized statement sworn under penalty of perjury, the request will be rejected as incomplete and returned to you without being processed.
4. Write to the County Recorder's Office in the County where you were born.
 - Request a copy of your birth certificate
 - Provide the following information:
 - * Your full name as it appears on your birth certificate
 - * Date of Birth
 - * Town or City and County where you were born
 - * Father's Full Name
 - * Mother's Maiden Name (her last name before she was married)

BIRTH RECORDS

List of Bay Area County Offices

Alameda County Recorder

1106 Madison Street
Oakland, CA 94607
Phone: 510.272.6362 | Web site: <http://www.acgov.org>

Contra Costa County Recorder

555 Escobar Street
Martinez, CA 94553
Phone: 925.335.7910 | Web site: <http://www.co.contra-costa.ca.us>

Marin County Recorder

3501 Civic Center Drive, Room 208
San Rafael, CA 94903
Phone: 415.499.7198 | Web site: <http://www.co.marin.ca.us/depts/AR/main/index.cfm>

San Francisco County Recorder

City Hall, Room 190
San Francisco, CA 94102-4698
Phone: 415.554.4176 | Web site: <http://www.ci.sf.ca.us>

For additional County Offices, please visit: <http://www.cdph.ca.gov/certlic/birthdeathmar/Pages/CountyRecorderOffice.aspx>

SOCIAL SECURITY CARDS

How Do I Obtain My Social Security Card?

1. Contact the Social Security Office to find out if you can make an appointment.
2. Complete an *Application For a Social Security Card* (Form SS-5); and
3. Show original documents or copies certified by the issuing agency proving:
 - U.S. citizenship or immigration status (including Department of Homeland Security (DHS) permission to work in the United States);
 - Age; and
 - Identity
4. Take or mail your completed application and documents to your local Social Security office.

In addition to using the Web site, <http://www.ssa.gov/pubs/10002.html>, you can call Social Security toll-free at 1.800.772.1213. They can answer specific questions from 7 a.m. to 7 p.m., Monday through Friday. They can provide information by automated phone service 24 hours a day. If you are deaf or hard-of-hearing, you may call the TDD number, 1.800.325.0778.

***NOTE:** All documents must be either originals or copies certified by the issuing agency. They cannot accept photocopies or notarized copies of documents.

Social Security Offices

(Call for details and street addresses of the office nearest you)

Oakland, Fremont, Hayward and Walnut Creek Offices
Phone: 1.800.325.0778

For additional offices, call 1.800.325.0778 and input your zip code for the closest office location, or visit <http://www.ssa.gov/pgm/reach.htm>.

CONTRACTUAL AGREEMENTS

What is a Contract?

A contract is an agreement between two or more competent parties. Contracts may be oral or written and must be legal. Contracts are drafted for purchasing automobiles, signing a lease for an apartment, accepting the terms of a new job, and many other business transactions.

You can write a contract if you're at least 18-years-old and of sound mind. You can find information for how to write a contract at <http://www.ehow.com>.

Tips for Signing a Contract:

- Make sure to read it thoroughly and completely before signing it.
- Ask a trustworthy friend or family member to read the contract to make sure there are not any questionable terms of the agreement.
- Do not sign anything until you **fully** understand the agreement.
- If you don't agree with something in the contract, talk to the other party about modifying or removing it.
- Do not sign a contract with blank spaces – either fill them in or cross them out.
- Be sure to keep a complete, signed copy of the contract.

CHECKING AND SAVINGS ACCOUNTS

How Do I Open a Checking or Savings Account?

There are many banks to choose from in the Bay Area. You can choose the bank that will best fit your needs by visiting their Web site online. Make sure that the bank is FDIC-insured, which means it is part of the Federal Deposit Insurance Corporation program. The FDIC is a federal agency that protects depositors and its member banks, brokerages, and savings and loans. If the institution encounters financial troubles and can't pay you the money you have deposited, the FDIC covers your deposits up to a certain amount.

A Good Checking Account has the Following Features:

- No monthly fee
- A low required balance to qualify for free checking
- No fees for ATM withdrawals
- Free checks and check writing
- Online access to account statements and free online bill paying services
- Insurance coverage for all deposits
- The ability to earn interest on the account

Account Monitoring:

- Monitor the funds you spend so you **do not** bounce any checks or get into a situation where you don't have funds remaining in your checking account. If you bounce a check, the company/individual who received the bad check may charge you up to three times the amount of the check in penalties. The bank may pay the check and require you to make a deposit to cover the difference and charge you a fee or penalty. Writing a check when you don't have enough money in your account to pay for the expenses may also be considered a crime.
- Make sure you document your ATM transactions in your checking account log and keep this in a safe location, such as a locked file cabinet.
- Thoroughly review your bank statements each month. Make sure your log matches with the bank statement and check for mistakes. If there are mistakes, contact your bank immediately.

Tips for Managing your Checking or Savings Account:

1. Balance your checkbook every month
2. Verify all deposits and withdrawals
3. Keep track of ATM withdrawals
4. Review the interest earned on your savings account each month

Emancipation Account

Foster youth are allowed to save up to \$10,000 to use for their emancipation. This account is intended to be used only to help you prepare for your emancipation from foster care. Foster youth have a right to manage their money, providing this is what is listed on their case plan. It is a good idea to ask the child welfare worker for the name of the individual who is helping the youth manage their money.

***NOTE:** Typically, an interest-bearing checking account pays less than one percent in annual interest. To convert one percent to dollars, let's say you have \$2000 in your checking account. Over the course of the year, you will be paid \$20 in interest. For information on ways to earn more interest, see Savings Account vs. Certificate of Deposit below.

Savings Account vs. Certificate of Deposit

A savings account will allow you to build up a reserve for emergencies or to apply towards a major purchase, such as a car or furniture. Savings accounts have different annual percentage rates (APRs). The percentage rate goes by a few different names, including yield, interest rate, and annual percentage yield (APY). Savings interest varies from one to five percent. If you had \$2,000 in your savings account and you earn five percent APY, then you will earn \$100 in interest that year. Most often interest from a savings account will be less than the interest for a Certificate of Deposit (CD), but this may not always be the case, so be sure to research your options.

A CD is a certificate from a bank stating that the named party has a specified sum on deposit, usually for a given period of time at a fixed rate of interest. The annual percentage yield is often higher for a CD than it is for a savings account. Typically, you will be required to have a substantial required balance to open a CD. Each bank will have different requirements, so research your options before making a decision. Some banks may require as much as \$5,000 to open a CD, and others may only require \$2,000.

Again, the advantage to a CD is that it may yield more interest than a savings account. However, it is also important to note that you will not have access to the funds for 9 to 12 months. If you withdraw funds before the maturity date, you could be charged early withdrawal fees.

Many of the banks listed below give descriptions about CDs on their Web sites, so it's always a good idea to go online and research your options before making a decision. Some banking institutions offer instant messaging with

banking professionals, so if you prefer to chat online to get your questions answered, search the Web site to see if this option is offered.

***NOTE:** *Make sure that you include the interest earned from your CDs on your taxes as part of your gross income. You will be mailed a form in the mail from your banking institution regarding the interest earned for the year.*

Should I Consider Opening a Checking/Savings Account at a Credit Union?

A credit union is a financial institution that offers the same services as a traditional bank. The difference is that the credit union is supported by its members, who are the people with accounts at the credit union. Credit unions have their own membership rules, so contact your nearest credit union for more details to see if you qualify for membership and, more importantly, whether it would be to your advantage to join if you do qualify.

Banking Institutions in the Bay Area

Please see below for a list of some Bay Area banking institutions. You can make an appointment or walk-in, preferably during off-peak hours—between 10 a.m. and 12 p.m., or between 1 p.m. and 3 p.m..

- Bank of America
- Chase
- Citibank
- City National Bank
- East West Bank
- First Republic Bank
- Fremont Bank
- Mechanics Bank
- Pacific National Bank
- US Bank
- Wachovia Bank
- Wells Fargo

CREDIT CARDS

How Do I Apply for a Credit Card?

Applications for credit cards can be accessed and submitted on the Internet, but be sure to read the **fine print!** Some credit cards have a high interest rate and annual fee. (An annual fee is charged to your credit card every year, and it's basically a charge for being able to use the credit card.) These annual fees

usually range from \$25-\$100 per year, and can be even more! If possible, you want to apply for a credit card that does not have an annual fee and has a low interest rate that is charged to any balances due on your card. If at all possible, **pay off your entire balance every month so you are not assessed these interest charges.**

More about interest rates: It is also important to understand that if the interest rate is 17 percent, then you will be paying 17 cents on every dollar you spend. If you can find something less, such as 7 percent, then you only pay 7 cents in interest on every dollar.

Maintain Good Credit: If you get a credit card, make sure not to spend beyond your means; having credit is *not* the same as having free money. First off, you don't want to have a large part of your monthly budget going to paying off debt. This will detract from what you can spend on necessities like food, clothing, and shelter. Plus it will make it harder for you to have a healthy reserve for emergencies as well as money for entertainment from time to time.

Second, you want to make sure to maintain good credit. Good credit allows you to get approved for loans. When applying for housing, landlords will also do a credit check because they want to make sure you will be able to pay your rent each month. Remember that the minimum payment you are required to make on a card for the month may be low, but the interest rate may be high. Ideally, you will want to pay more than your minimum payment each month so you can get it paid off quicker and keep the balance low. Remember that credit cards should be used sparingly and if possible, for emergencies only.

If you don't want a credit card, but want funds to use in case of an emergency, then consider transferring \$10 to \$20 per paycheck into your savings account. This way you'll have a small savings and you will be accruing interest, rather than paying interest.

Tips to Find the Right Credit Card:

- Look for a card without an annual fee.
- Aim for a low-interest rate.
- Make sure there is at least a three-week grace period. This means that if you pay off your bill in full each month, you avoid paying interest.
- **Read the fine print!** Often credit cards will offer a great introductory rate for a few months, but then your normal rate is increased to 17 to 18 percent. Often, if you are late or miss a payment, the introductory rate will no longer be valid and the interest rate will drastically increase. Ideally, your permanent rate should be 10 percent or less.

- Look for credit card rewards. Some credit cards offer rewards once you have earned a certain number of points. These points are accumulated each time you make a purchase or in some cases only for specific purchases. Points can sometimes be used to purchase a wide range of items, including plane tickets, gift cards and a variety of consumer items. In other cases, points can be converted to cash that you can use to pay off a portion of your balance due on your card. When applying for a credit card, ask if they offer this service.

Understanding Your Credit Card Statement

- **Review your statement in detail.** Verify that you made every charge on your statement. If there are any charges that you did not authorize, you may be a victim of identity theft, which means that someone may have gained access to your credit card information and made charges on your account. It could also be that you were charged twice for a purchase.
- **Note carefully the payment due date.** The due date is the date by which the creditor must receive your payment. It is not the date that you put the payment in the mail or authorize an online payment. Try to send your payment at least two weeks in advance, so you don't have to worry about it being late. Late payments result in expensive late charges and also lower your credit rating.
- **Minimum Payment Due.** The way the business that gives you your credit card makes money is that they charge interest when you don't pay your card balance in full. If you pay the minimum amount due, then the creditor can start charging interest on the balance left unpaid. If you can't pay off the credit card in full, make sure that you are at least paying more than the minimum amount due each month. What gets people into trouble is when they only pay the minimum amount due each month and continue to make purchases. This happens all the time, especially to people just starting out with credit cards.

Getting a Secured Credit Card

If you don't qualify for a credit card, you can apply for a secured credit card. A secured card is a stepping stone to getting a regular credit card. It works a bit different than a regular credit card because you have to send the creditor a deposit, possibly \$500 or so. You will not be allowed to charge more than what you have deposited. This way the credit card company is not at risk of losing any money. If you don't pay your bill, they will simply take it out of your deposit. You can shop for secured cards at: <http://www.bankrate.com> or <http://www.cardweb.com>.

The reason you may want to apply for a secured credit card is that if you don't qualify for a regular card this is a "backdoor" way to build your credit. You want to show creditors that you can pay bills on time and establish good credit. Establishing good credit allows you to be approved for loans, accepted into housing, approved for credit cards and utilities, etc.

Lost and Stolen Credit Cards

If your card is lost or stolen, immediately report this to the bank or company that issued the credit card. By reporting the loss promptly, you will not be legally responsible for more than \$50 of unauthorized charges on the card. You may also want to alert the credit bureaus (Equifax, Experian and TransUnion) by visiting <http://www.fightidentitytheft.com>

Credit Reports

A credit report is a summary of your debts and a history of how promptly you have paid your bills. The information comes from the companies where you have credit accounts and from public court records. It is collected and stored by companies, often called credit bureaus, that make the information available to creditors whenever you apply for a loan or credit card or make a purchase through installment payments. Essentially, these reports help to protect business people from providing their goods and services to people who have a track record of not paying their debts.

Requesting Credit Reports

To request a credit report, visit <http://www.annualcreditreport.com> or call 1.877.322.8228. By law, each of the three credit bureaus must give you a free credit report once a year. You may be asked to submit verification, such as a birth certificate, copy of your California ID, or other documentation that reveals your identity. You can request your credit report online by simply completing the form on the Web site. Once you receive your credit report, review it thoroughly and look for inaccurate information. If you find mistakes, you will need to contact the credit bureau and file a challenge. The bureau you contact is then required to inform the other two bureaus of information reported to them.

Identity Theft

Identity theft is the use of someone's personal identifying data to commit fraud. These criminals may rummage through your garbage, steal your wallet, or use spyware software that collects personal information as it is keyed into your computer.

Top 10 Tips for Identity Theft Protection

1. **Protect your Social Security number.** Don't carry your Social Security card in your wallet. If your health plan—other than Medicare—or another card uses your Social Security number as the account number, ask the company for a different number.
2. **Fight “phishing” – don't take the bait.** Scam artists “phish” for victims by pretending to be banks, stores or government agencies. They do this over the phone, in e-mails and in the regular mail. Don't give out your personal information unless you made the contact. Don't respond to a request to verify your account number or password. Legitimate companies do not request this kind of information in this way.
3. **Keep your identity from getting trashed.** Shred or tear up papers with personal information before you throw them away. Shred credit card offers and “convenience checks” that you don't use.
4. **Control your personal financial information.** California law requires your bank and other financial services companies to get your permission before sharing your personal financial information with outside companies. You also have the right to limit some sharing of your personal information with your financial services companies' affiliates.
5. **Shield your computer from viruses and spies.** Protect your personal information on your home computer. Use strong passwords with at least eight characters, including a combination of letters, numbers, and symbols, that are easy for you to remember but difficult for others to guess. Use firewall, virus and spyware protection software that you update regularly. Steer clear of spyware. Download free software only from sites you know and trust. Don't install software without knowing what it is. Set your Internet Explorer browser security to at least “medium.” Don't click on links in pop-up windows or in spam e-mail. You may also increase your risk for getting infected with spyware when you visit free pornography sites, which in some cases lure people to them so they can install spyware for purposes of identify theft.
6. **Click with caution.** When shopping online, check out a Web site before entering your credit card number or other personal information. Read the privacy policy and look for opportunities to opt out of information sharing. (If there is no privacy policy posted, shop elsewhere!) Only enter personal information on secure Web pages with “https” in the address bar and a padlock symbol at the bottom of the browser window. These are signs that your information will be encrypted or scrambled, protecting it from hackers.
7. **Check your bills and bank statements.** Open your credit card bills and bank statements right away. Check carefully for any unauthorized charges or withdrawals and report them immediately. Call if bills don't arrive on

- time. It may mean that someone has changed your contact information to hide fraudulent charges.
8. **Stop pre-approved credit offers.** Stop most pre-approved credit card offers. They make a tempting target for identity thieves who steal your mail. Have your name removed from credit bureau marketing lists. Call toll-free 1.888.5OPTOUT (1.888.567.8688) or opt out online at <http://www.optoutprescreen.com>.
 9. **Ask questions whenever you are asked for personal information that seems inappropriate for the transaction.** Such questions include: “How will the information be used and will it be shared?”, or “Will the information be protected and, if so, how?” You may even wish to ask the simple question, “Why do you want to know this?” You can let the person you are speaking with know that you are concerned about identity theft. If you're not satisfied with the answers, or if the person is either defensive or not forthcoming in their responses, go elsewhere.
 10. **Check your credit reports for free.** One of the best ways to protect yourself from identity theft is to monitor your credit history. You can get one free credit report every year from each of the three national credit bureaus: Equifax, Experian and TransUnion. You can request all three reports at once and be your own no-cost credit-monitoring service. A good way to do this is to spread out your requests, ordering from a different bureau every four months. (More comprehensive monitoring services from the credit bureaus cost from \$44 to over \$100 per year.) Order your free annual credit reports by phone, toll-free, at 1.877.322.8228, or fill out and send in an online form at <http://www.annualcreditreport.com>.

Identity Theft Victim Checklist

This checklist can help identity theft victims clear up their records. It lists the actions most identity theft victims should take to limit the damage done by the thief. For more information, see the Web sites of the Federal Trade Commission at <http://www.ftc.gov/idtheft>; the Identity Theft Resource Center at <http://www.idtheftcenter.org>; California Office of Privacy Protection at <http://www.privacy.ca.gov>; and the Privacy Rights Clearinghouse at <http://www.privacyrights.org>.

1. **Report the fraud to the three major credit bureaus.** You can report the identity theft to all three of the major credit bureaus by calling any one of the toll-free fraud numbers below.
 - Experian | Phone: 1.888.397.3742
 - Equifax | Phone: 1.800.525.6285
 - TransUnion | Phone: 1.800.680.7289

2. **Report the crime to the police.** Under California law, you can:
 - Ask the police to issue a police report of identity theft. Give the police as much information on the theft as possible. One way to do this is to provide copies of your credit reports showing the items related to identity theft.
 - You may wish to black out other items not related to identity theft to protect the privacy of your financial transactions.
 - Give the police any new evidence you collect of unauthorized activities that take place after your initial report.
 - Be sure to get a copy of your police report. You will need to give copies to creditors and the credit bureaus to help restore your credit rating.
3. **Request information on fraudulent accounts and keep your police report up to date.**
 - When you file your police report of identity theft, the officer may give you forms to use to request account information from credit grantors, utilities or cell phone service companies. If the officer does not do this, you can use the form: Consumer Information Sheet 3A: Requesting Information on Fraudulent Accounts. You can search for this form online.
 - When you write to the creditors with whom the thief opened or applied for accounts, send copies of the forms, along with copies of the police report.
 - Also, to keep your police report up-to-date, give information you receive from creditors to the officer investigating your case.
4. **Call creditors.**
 - Call creditors for any accounts that the thief opened or used. When you call, ask for the security or fraud department. Tell them you are an identity theft victim.
 - Ask them not to hold you responsible for new accounts opened by the thief. If your existing credit accounts have been used fraudulently, ask the credit issuers to close those accounts and to report them to credit bureaus as “closed at consumer’s request.”
 - If you open a new account, have it set up to require a password or PIN to approve use. Don’t use your mother’s maiden name or the last four numbers of your Social Security number as your password. Ask the creditors to give you copies of documentation on the fraudulent accounts (see above item). For more information on what to tell creditors, see the Federal Trade Commission’s identity theft Web site at <http://www.consumer.gov/theft>.
5. **Review your credit reports carefully.**
 - When you receive your credit reports, read them carefully. Look for accounts you don’t recognize. Look in the inquiries section for names of creditors from whom you haven’t requested credit.
 - Tell them you want to block or remove any information on the report that is the result of identity theft. (You must send a police report of identity theft to support this request.)

6. **Use the ID Theft Affidavit.** Creditors may ask you to fill out fraud affidavits. The Federal Trade Commission’s ID Theft Affidavit is accepted by the credit bureaus and by most major creditors.
 - Send copies of the completed form to creditors where the thief opened accounts in your name. Also send copies to creditors where the thief made charges on your account, to the credit bureaus, and to the police. The form is available on the FTC Web site at <http://www.ftc.gov/bcp/edu/resources/forms/affidavit.pdf>. File a complaint of identity theft with the FTC. See their Web site at <http://www.consumer.gov/idtheft>. The FTC keeps a database of identity theft cases that is used by many law enforcement agencies.
7. **Write to the credit bureaus.**
 - Write a letter to each credit bureau.
 - Send copies of your police report and completed ID Theft Affidavit.
 - Remind the credit bureaus that they must block or remove any information that you, as an identity theft victim, say is a result of the theft.
 - Send your letters by certified mail, return receipt requested. (You can get these forms at the post office, and the clerks there can teach you how to fill them out if you need help at first.) Keep a copy of each letter.
 - As an alternative, you may dispute items with the credit bureaus online. Look for “dispute” on their Web sites: <http://www.equifax.com>, <http://www.experian.com>, and <http://www.transunion.com>.
8. **Request additional free credit reports.** California identity theft victims with a police report of identity theft are entitled to receive up to 12 free credit reports, one per month for the 12 months following the date of the police report. The procedure for requesting free monthly reports is different for each of the credit bureaus. Visit their Web sites to find out more information for requesting reports.
9. **Write to creditors.**
 - Write a letter to each creditor at which an account was opened or used in your name. Repeat what you said in your telephone call (see #4 above).
 - Send a copy of your police report to the creditor. To protect yourself from possible further identity theft exploitation, black out the account number of any accounts with other creditors on a copy of your completed ID Theft Affidavit and send it with your letter.
10. **Consider a credit freeze.** The strongest protection against new accounts being opened in your name is a credit freeze, also called a security freeze. A freeze means that your file cannot be shared with potential creditors, insurers, employers, or residential landlords without your permission. For more information, visit <http://www.privacy.ca.gov>

For additional information included in the Identify Theft Checklist, please visit http://www.oispp.ca.gov/consumer_privacy/identitytheft.asp

LIBRARY CARDS**How do I apply for a Library Card?**

1. Contact the library in your area and ask what documents they need for you to obtain a library card.
2. Ask for the hours of operation.
3. Gather the necessary documents. Many libraries may ask for some identification and verification of your current address.

There is an abundance of free information available at libraries. Below is a list of some of the main branches in cities within Alameda County, but there are many more smaller branches that may be closer to where you live. To learn more about libraries and for locations, in Alameda County, visit: <http://www.aclibrary.org>

Main Libraries**Alameda Free Library**

Phone: 510.748.4660

Albany Library

Phone: 510.526.6743 | TDD: 510.526.6743

Berkeley Main Library

Phone: 510.644.6100

Castro Valley Library

Phone: 510.670.6280 | TDD: 510.881.2863

Fremont Main Library

Phone: 510.745.1400 | TDD: 510.745.1400

Hayward Main Library

Phone: 510.293.8685

Oakland Public Library

Phone: 510.238.3134

San Lorenzo Library

Phone: 510.670.6283 | TDD: 510.317.9782

REGISTERING TO VOTE

1. You must be at least 18 years of age to register to vote.
2. You may obtain forms at your local library, the Department of Motor Vehicles (DMV), or online at <http://www.sos.ca.gov/elections>, or call 1.800.345.VOTE.
3. Make your voice count and **vote!** It's free and it only takes a few minutes to fill out the form.

Registrar of Voters Office

Alameda County Courthouse
1225 Fallon Street, Room G-1
Oakland, CA 94612
Phone: 510.663.8683

REGISTERING WITH THE SELECTIVE SERVICE

You are required to register with the Selective Service System within 30 days of your 18th birthday. All eligible young men ages 18 to 25 must be registered. Women are exempt. Failure to register could result in a maximum fine of \$250,000 and/or five years in prison.

There are a number of ways to register for Selective Service. Please see below.

1. Register online at <http://www.sss.gov>;
2. Go to your local post office for an application or visit USPC online at <http://www.usps.com>;
3. You can mail your application to:
Selective Service System
P.O. Box 94739
Palatine, CA 60094-4739
4. Mail in a completed Selective Service Card, which is sent to most young men in the U.S. around their 18th birthdays;
5. Check the appropriate box on the Federal Student Financial Aid form. The Department of Education will then supply the necessary registration information to the Selective Service;
6. Register at your high school. Many high schools have staff members who are Selective Service registrars; or
7. Register at any U.S. embassy or consular office if you are living overseas.

JURY DUTY

- You may be called to serve if you are at least 18-years-old, a U.S. citizen, and a resident of the County or District where summoned.
- You must be able to understand English and be determined to be physically and mentally capable of serving.
- You must not have served as a juror in the past 12 months, nor have been convicted of a felony.
- You will receive a summons in the mail. Read the summons. The summons, which informs you that you have been selected as a prospective juror, also includes important information, such as the address of the courtroom they want you to report to, and the date and the time you are to report. There is also listed a phone number with times for you to call to get updates about any changes in the details of your summons.
- You may request to be excused—there are a limited number of conditions that permit this—by logging on to the E-juror Web site at <https://ejuror.alameda.courts.ca.gov>. If your excuse is not allowed on E-juror, you must complete the Jury Service Exemption/Excuse Form portion of your summons, and attach your verification and mail it back to the courts. The only statutory exemption for occupation conflicts pertains to Law Enforcement Officers as defined in Sec. 830.1 & 830.2(a) of California Penal Code (CCP 219).

PAYING TAXES

When you have an earned income, it is your responsibility to pay taxes. Federal income tax is most often collected on a pay-as-you-go basis. Employees usually have taxes taken out of, or withheld from, each paycheck that is subject to tax, although some people are exempt from tax withholding for a variety of reasons.

Completing the W-4 Form

1. When you start a new job, your employer will ask you to provide information on Form W-4. This will help your employer determine how much money to withhold from your wages.
2. It is important to fill out your form accurately and completely. Consult with your supervisor or contact your company's Human Resources Department if you have questions about completing this form.

Gathering Tax Documents

1. After you enter the workforce, it is essential to keep accurate financial records of your earnings. The two main media for keeping records are on paper and on a computer.

2. Each year, you will receive a W-2 form in the mail. Once you have received **all** your tax documents in the mail, you will be ready to file your tax return. Some examples of other forms you may receive include, 1098-T, (Tuition Statement form), 8863 (Hope and Lifetime Learning Credits), and earned interest from your banking institutions. Make sure you file all your necessary forms or you may have to file an amended return.

Filing Your Return

Most people who work need to file a tax return. Benefits of electronically preparing and transmitting tax returns include increased accuracy, faster refunds, and the ability to file federal and state returns simultaneously. The two methods of filing are listed below:

- Electronic filing using tax preparation software on a personal computer is one option. Taxpayers can transmit their returns from home, workplaces, libraries, financial institutions or retail outlets via computer.
- You can also file the forms yourself using paper tax forms that you mail by the U.S. Postal Service to the Internal Revenue Service.
- A third option is to use tax professionals, including certified public accountants (CPAs), tax attorneys, IRS-enrolled agents, tax preparation businesses, and VITA sites and walk-ins. Depending on the tax professional and the services required, a fee may be charged.

What is the Internal Revenue Service (IRS)?

The Internal Revenue Service (IRS) is a bureau of the Department of the Treasury. It ensures that when Congress passes tax laws, taxpayers understand and comply with their tax obligations. The role of the IRS is to help the large majority of compliant taxpayers with the tax law, while ensuring that the minority who are unwilling to comply pay their fair share.

Your Role as a Taxpayer

The government provides public goods and services for the community as a whole. To pay its bills, the government needs revenue, or sources of income. The money that the federal government uses to pay its bills comes mostly from taxes. Taxes shift resources from private individuals and businesses to the government.

The U.S. income tax system is based on the idea of voluntary compliance; it is the taxpayer's responsibility to report all income. Tax evasion is **illegal**. Some people try to evade paying taxes by failing to report all or some of their income. If taxpayers fail to pay what officials say they owe, the IRS can collect back taxes and assess a penalty.

For more information about paying taxes, visit <http://www.irs.gov> or call 510.637.2487.

TELEPHONE SERVICE (LANDLINES)

How Do I Get Telephone Service in My Name?

1. Contact your nearest telephone company office.
2. If you have never had a phone in your name, you may need a deposit.
3. There are numerous charges involved with having a phone, so if you already have a cell phone, you need to decide if it is really necessary.
4. For more information, visit Pacific Bell Telephone at 1.800.310.2355 or <http://www.pacbell.com>.

Note: These days there are many more choices for phone services than in the past, including service by Comcast, Skype, and other vendors. It may well be worth your time to do some research by asking friends and trusted adults, and by going online to figure out the best company and deal for you. It's also important to remember to evaluate the quality of the service as well as the price, since having a well-functioning phone is so important for managing job opportunities and for maintaining a successful social and financial life in general.

GAS AND ELECTRIC

How do I turn on Gas and Electric?

1. Visit your nearest PG&E office or call 1.800.PGE.5000.
2. If you have never had an account in your name, you may need a deposit. If you don't have the money for a deposit, PG&E does allow you to have someone co-sign for you. Using a co-signer involves getting a friend, family member, or other trusted person to sign a contract and agree to pay the bill if you fail to do so. For residential customers, the deposit amount is twice the average monthly bill. For non-residential customers, it's twice the maximum monthly bill.
3. An adult must be present to allow PG&E to enter the home to turn on gas service. PG&E offers four-hour appointment windows for services that require a customer to be present. If you have special scheduling needs, please let them know when you call for service. Be sure to notify them when you have moved out of your other residence so that account is closed and you are not billed for services you are no longer receiving.

Contact Information

1.800.743.5000 (Customer Service)

Office Locations

2111 Martin Luther King Jr. Way, Berkeley, CA 94704
 41800 Boscell Avenue, Fremont, CA 94538
 24300 Clawiter, Hayward, CA 94545
 1919 Webster Street, Oakland, CA 94612
 6537 Foothill Boulevard, Oakland, CA 94605

For hours of operation and other key information about PG&E, visit: <http://www.pge.com>

EAST BAY MUNICIPAL UTILITY DISTRICT (EBMUD)

How do I turn on my water?

You can request to start water service online at: https://portal.ebmud.com/Webapps/iwr/EBMUDIWR/Establish_Service/Default.asp 24 hours a day, seven days a week, or by calling customer service at 1.866.403.2683.

Start service online and receive a reduced fee of \$15 to open your account, or call customer service at 1.866.403.2683 and an account establishment fee of \$30 will appear on your first water bill. This fee is not a deposit nor is it refundable, and it covers the administrative costs associated with starting water service.

Listed below is information you will need to provide to start a new account with EBMUD.

1. Applicant and/or name of property owner and mailing address
2. Address of property to be served
3. Applicant's ID# (Driver's License number, Identification, or Social Security number)
4. Applicant's employer/source of income and years employed
5. Employer's address and phone number
6. Reference name and phone number
7. Landlord's name and phone number
8. Previous residence address
9. Spouse's name and ID# (if married)
10. Spouse's employer/source of income and years employed (if married)
11. Other EBMUD accounts (if applicable)
12. Close of escrow date (if applicable; escrow is an aspect of purchasing a home)

EBMUD Customer Assistance Program

This program provides assistance for low-income customers to pay their water bill.

How to Qualify for CAP. Customers must meet the following income and residency requirements to qualify for CAP. Total gross household income of not more than:

Number of Persons In Household	Annual Income
1-2	\$22,900
3	\$26,900
4	\$32,400
5	\$37,900
6	\$43,200

For households with more than six persons, add an additional \$5,100 for each person. The home served must have an individual water meter and be the primary residence of the customer seeking assistance.

Generally, those seeking assistance cannot be claimed as dependents on another person's income tax return. Exceptions may be made where need is demonstrated. Participation is valid for two years, at which time applicants must again demonstrate their eligibility.

THIS SECTION INCLUDES job preparation information, employment and training services, military careers, employment opportunity hotlines, and job seeker Web sites. Career and employment success for young people from foster care is achieved by ongoing support from parents, caregivers, friends, mentors, advocates, communities, schools, employers and the youth's team members. Volunteers can help youth develop employability by connecting them with resources that teach them job readiness skills, help to cultivate their interests and skills, promote activities that help youth explore career strategies, and promote work-related education and training after school. Volunteers should encourage their youth to begin this process early and connect them with resources to help them obtain employment.

WRITING A RESUME

There are many formats for writing a resume. You can go online by searching "write a resume" or "resume formats" and find Web sites that will give you information about writing a good resume. You can purchase books online (<http://www.amazon.com> sells used books), visit the library, work with an organization that helps people write resumes, or ask trusted friends and mentors for assistance. Make sure to have a completed resume before you start applying for employment. Many employers will ask you to submit a resume even before you complete an application.

Here are some tips for writing a resume:

- **Ask for assistance.** If you are involved in an Independent Living Skills Program (ILSP), ask for help in completing your resume. If you are not enrolled, then ask for assistance from another professional who can teach you how to write a resume. There are many organizations in Alameda County that offer assistance, so be sure to research your options.
- **Include contact information.** Make sure to include your name, address, phone number and a professional-looking e-mail address most likely based on your name at the top of your resume.
- **Start with an objective.** Your objective should be simple, specific and brief—no more than two or three lines. It should highlight what you have to offer the company, such as specific skills and work experience. You may want to tailor the objective of your resume to better fit the job you are applying for.
- **Summarize your skills.** A summary statement is a one- to two-sentence overview that captures the essence of your skills and experience. It highlights what makes you a qualified candidate as well as what makes you different and better than other applicants. Tailor your summary statement to highlight the experience that is most relevant to the job. What this means in practical terms is that you will revise your basic resume so that it

more clearly showcases your talents in a way that makes you an attractive candidate for that particular job. It's really worth taking the time to do this, since it may very well be what makes your resume stand out from other candidates and get you that all important job interview.

- **Highlight your achievements.** A summary of qualifications is a list of your most significant career accomplishments. For maximum effectiveness, the list should include no more than five items and be results-oriented. The summary of qualifications is usually a list of short phrases. You can use a bulleted list, with each qualification on its own line.
- **Use keywords.** Choose keywords that are relevant to your job and job skills, and the job you are seeking.
- **Keep it simple, but be specific.** Make sure your resume is easy to understand and that it clearly communicates your knowledge and experience.
- **Reflect your value.** Talk about how you were an asset to your last company.
- **Be honest.** Don't fabricate anything. Employers often do background checks, credit checks, education verification, job history verification, and other investigations to verify that what you're saying is true.
- **Use words that relate to the job.** Talk about teamwork, flexibility, being a self-starter and detail-oriented, and support those claims with specific evidence in your cover letter.
- **List volunteer experience after work experience.** This demonstrates commitment to community service and allows employers to see that you have skills in other areas.
- **Highlight your computer skills.** List all the programs you are familiar with, and be sure to list databases as well.
- **List your educational background.** If you have any degrees, make sure to list the type of degree obtained, the date, name and location of the institution. If you are new to the workforce, you should put more emphasis on your educational accomplishments.
- **Edit your resume.** Review, edit and re-read your resume for typos. Ask a friend or professional to read it as well.

WRITING A COVER LETTER

When applying for employment, you should always submit a cover letter with your resume. If you have not written a cover letter before, you can go online by searching "write a cover letter" or "cover letter formats." You can also purchase books online. For example, <http://www.amazon.com>, often has used books that are considerably less expensive than new books and still in good condition. The library may also have useful reference material. Another source of help can be to ask other adults in your life to help you write your cover letter. Below are some tips for writing a cover letter.

- **Date your letter.** Make sure it is the correct date and spell out the date with the month, day and year, as in "June 30, 2010."
- **Include an address line.** Skip two lines and write the person's full name, then list their title, company and address. For example:
Mike Johnson
Human Resources Manager
J & H Enterprise
4231 Huntington Drive
Oakland, CA 94577
- **Greet the individual in the letter.** Skip down two lines after the address line and greet the individual with, "Dear Mr. (last name):", or "Ms. (last name):". Be sure to use the colon after the name, since it is the appropriate punctuation for a business letter. Don't use their first name, even if you have met them before, because it's unprofessional and informal. If you don't know the name of the individual, then address the letter, "To Whom It May Concern:".
- **Introduce yourself.** State your purpose in the first paragraph. Tell the person the position that you are applying for and why this position interests you. Briefly list your qualifications. If you are responding to the job posting, mention where you saw it.
- **Market yourself.** In the second paragraph, you have to sell yourself. Summarize your credentials, but don't simply repeat what is on your resume. List your most relevant accomplishments from previous jobs, internships, school or volunteer work. Emphasize your qualifications for the job by highlighting applicable skills. If you already know the job requirements, make sure you explain how you will fulfill them.
- **Flatter your reader.** The third paragraph should clarify why you want to work at this particular company. Explain why you and the company are a good fit. Let the individual know that you've done your research. Mention a recent company event or new project that was recently completed.
- **Do your research and take your time.** A cover letter that is well-written with detailed supporting evidence could set you aside from all the other applicants.
- **Your final paragraph should be only a few sentences.** Thank the individual for reading your letter, then request an interview and provide your phone number. You may also state that you will call in a week to follow-up.
- **Wrap it up.** Two lines below the last paragraph, conclude with "Sincerely." Three lines below that, type your full name. Don't forget your signature, which goes above your typed name. Three lines below your typed name, **type "Enclosure,"** which indicates that your resume is enclosed. Some people write "**Resume Enclosed**" instead, which is also fine. You'll look professional and detail-oriented.
- **Tailor each letter to the company, department and, if possible, spe-**

cific position. If you are using similar information from your cover letters and copying and pasting it into others, make sure to tailor it specifically for the position you are applying for and be sure to change the name of the company, persons you are contacting, and other relevant details for the specific position.

- **Be brief.** Keep the letter to one page.
- **Be confident.** When listing your achievements, don't exaggerate, brag or lie, but don't understate either. List with confidence your genuine accomplishments and why you believe you are a strong candidate.
- **Edit your cover letter.** Review, edit and re-read your letter for typos. Ask a friend or trusted adult with writing skills to proofread it as well.

REFERENCES

- **Compile at least three references.** Make sure that you have their permission before you use them as references.
- **Include the following information about your references:** Name, title, company, address, phone, fax, and e-mail address. Make sure the information is current.
- **Type this information.** Include it with your resume and cover letter.

CREATE A FOLDER

It's always a good idea to create a folder with your cover letter, resume and references, along with other information that showcases your skills, such as reports you have written or other relevant documents. Many folders have a slot for business cards, which you should include as another way to make you stand out in the pile of resumes the employer is likely to get. You can get free business cards printed at <http://www.vistaprint.com>. Bring a folder to each interview, even if the employer has your information on file. This makes you look organized and professional.

INTERVIEWING TIPS

If you have never interviewed before, find help online by searching "interview tips." You can also purchase books online. For example <http://www.amazon.com> has used books that are often substantially lower in price than new books. Libraries may also have helpful books that you can borrow for free. You can also seek out a mentor who is a professional, or friends who have been successful job hunters to help you practice your interviewing skills. Make sure to

practice as much as possible. The more you have practiced, the more confident you will feel during the interview. Below are some tips for interviewing:

PREPARING FOR AN INTERVIEW

- **Get your interview clothes ready.** Lay your clothes out in advance and make sure your outfit is clean and neatly pressed.
- **Dress professionally.** Rules in the workplace for dress have changed, but it is better to overdress than underdress. Dress according to the culture and style of the company that you're interviewing with. While it's a safe bet to wear a suit more often than not, there are ways to wear one and dress it down or up, depending on where you're interviewing. If it's not necessary to wear a suit, it's still important to look professional. For example, a pair of slacks and button down shirt may be more appropriate for a casual culture. Under no circumstances should you wear revealing clothing. For women, low-cut tops, mini-skirts, fish net stockings, or for men baggy pants that hang very low at the waist or t-shirts are all examples of inappropriate attire for a job interview. Do not wear strong perfume or cologne as this can overpower interviewers and leave a bad impression.
- **Practice your interview.** Rehearse in front of a mirror and include talking about your last job in less than two minutes. Discuss aspects of your last job that will be useful in the job you are applying for.
- **Have a friend ask you questions that are commonly asked in a job interview.** Remember to answer clearly and slowly. You can Google "common job interview questions" to get lists of questions for your friend to ask.
- **Prepare a list of past jobs and responsibilities.** Make a list of complex projects you handled and write down the various tasks you performed.
- **Prepare a list of questions to ask the interviewer.** This can be a way to indicate you have done research about the company and are highly motivated.
- **Gather all your documents.** These should include your resume, references and cover letter, and put them in a folder and include your business card.
- **Bring a small notebook and pen.** Take brief notes during the interview as appropriate, which demonstrates that you are motivated and professional.
- **Get directions.** Make sure to do this the night before so you're not rushing to get to the interview or risk getting lost. Good sources for directions include <http://www.googlemaps.com>. If you are using public transportation, visit <http://www.actransit.org>, which has a "Trip Planner" that is very helpful and includes prices, travel times and various different options for bus, BART or combining both bus and BART to reach you destination.
- **Eat before your interview.** You don't want to be distracted by hunger.
- **Make a practice run.** If possible, make a practice trip to the interview location so you feel confident about getting there on time on the day of your interview.

- **Bring a bottle of water.** Nervousness may cause your mouth to become dry and make speaking more difficult. While some companies will have water available during interviews, this is not always the case.
- **Leave at least 15 minutes ahead of schedule.** It is important to compensate for traffic accidents and other unexpected occurrences that might make you late for the interview.
- **Arrive at least 15 minutes before your scheduled appointment.**
- **Be pleasant to everyone.** When you arrive, be pleasant to **everyone** you meet, including the security guard, receptionist and even strangers. It's very possible that they will comment that you were polite and positive after you leave, which can only serve to increase your chances of landing the job.
- **Be positive.** Don't complain about anything while you're waiting in the reception area.
- **Turn off your cell phone!** Under no circumstances should you receive calls or text messages during an interview.

HOW TO ANSWER TOUGH INTERVIEW QUESTIONS

- **Salary requirements.** If they ask you for a salary requirement, gently deflect the question and ask them the salary for the position. If they ask the question again, then give them a range. Think about the salary you want, your salary at your most recent position, and research ahead of time the industry-standard salary for the job.
- **Speak confidently.** Make sure to speak honestly about your abilities.

TIPS TO REMEMBER DURING THE INTERVIEW

- **Introduce yourself.** When the interviewer arrives to meet you for the interview, stand up immediately, introduce yourself, shake hands and tell them it's nice to meet them.
- **Greet others.** When you enter the interview room, stand up straight, make eye contact, and if the room setup allows, offer a strong handshake with others who may be interviewing you. A smile and verbal greeting are also nice gestures. If necessary, write down their names on your notepad as soon as you seat yourself. Do the same for any other individuals you are meeting with. It makes a positive impression when you remember people's names in subsequent encounters with them.
- **Ask for clarification on questions you don't understand.** You can say something like, "I am not sure I fully understand your question. Could you please go into a bit more detail about what you are asking?"
- **Take deep breaths.** If you find yourself getting nervous, take a deep breath and **relax** your shoulders.

- **Good eye contact.** Remember to look directly at the interviewer as you speak.
- **Body language.** Lean forward during the interview. This communicates interest and an eagerness to get the job and do it well. Do not lean back in your chair.
- **Use correct pronunciation.** Try to stay away from lazy language such as "gonna," "wanna", and "stuff like that."
- **Give examples.** If asked to discuss a past project, give specific examples of how you were able to balance several crucial tasks.
- **Be flexible and enthusiastic.** During the interview, show a willingness to handle all kinds of responsibilities, not just a select one or two. Not only will this display your enthusiasm, but it will suggest that you want to take an active role at the company — and workers who show a desire to branch out of their familiar roles are more likely to get promoted.
- **Elaborate about accomplishments.** Don't just answer question asked, but also remember to highlight your accomplishments.

What Not to Say in an Interview

- **Don't use fillers.** When asked a question, don't start with saying "ummm," "like" or "ya know." Take time to think about a question, rather than rushing to answer. This can help eliminate the need to use a filler.
- **Don't use jargon!** People often use a lot of fancy jargon and technical language thinking that it makes them look smart. Often it does the opposite and makes them look like they want to disguise the fact that they aren't completely confident in what they're saying.
- **Never use slang in an interview.** Using more formal language is a safe strategy.
- **Never, ever, use profanity in an interview.**
- **Don't think you know the answer and cut off the interviewer.** Don't answer before you've been asked. Don't assume you know the question that they are going to ask. Give yourself time to think before you begin to answer the question.
- **Never interrupt!** It's rude and unprofessional.
- **Don't appear to be desperate.** Convey that you are qualified for the job, but that you are confident that if they don't hire you, you will find another good position.
- **Don't ramble.** Be concise and don't fill up the answer with unnecessary information.
- **Don't make assumptions.** Make sure you understand the questions that the interviewer is asking before you answer.
- **Don't get emotional.** If there is a past experience that makes you emotional, then don't talk about it.

Tell Personal Stories, But Keep Them Short

The best way for an interviewer to get answers to the questions above is for you, the interviewee, to take the initiative. You should have several personal stories that you can tell as examples of your successes, and each story should last between 30 to 90 seconds.

You should start by developing your stories around these areas:

- A crisis in your life or job and how you responded to it effectively.
- A time where you functioned as part of a team and what your contribution was to the project.
- A time in your career or job where you had to overcome stress.
- A situation in your job in which you provided successful leadership or a sense of direction.
- A challenge that occurred in your job and how you overcame it.
- Any events that happened during your career to cause you to learn and shift your perspective to adapt in a positive manner.

Questions to Ask Your Interviewer

- “What’s your ideal employee like?”
- “Can you tell me about the people I’d be working with?”
- “How do you measure success on the job?”

Concluding the Interview

- **Start date.** Ask when you would start work if you are selected for the position.
- **Name of contact for follow up.** Ask for the name of the individual that will be contacting you.
- **Ask for a timeframe.** Find out when you will be contacted.
- **Say “Thank you.”** Make sure to thank them for their time and the interview.

Follow Up

- **Send a thank you.** You can do this by phone, e-mail, or mail. Make sure to express your enthusiasm for working for the company.
- **Wait patiently.** The company you applied for may have interviewed several candidates, so it may take some time for them to come to a decision. However, if more than a week or two goes by and you haven’t heard anything, you might wish to call them to make sure that you have not been accidentally “lost in the shuffle.” This can also indicate to them that you are very interested in the job. Just be sure not to be overly aggressive or to appear to be desperate, which are definite turn-offs.

- **Practice good manners.** Be polite and professional when following up with the company.

WHEN YOU GET THE JOB!

- **Thank the individual who presents this great news.** Express your enthusiasm for the job, and be sure to ask what time to arrive and who to check in with if they have not already told you.
- **Ask about lunch.** Ask what amenities they have in their kitchen (i.e., toaster, microwave, refrigerator, drinking water), and, if you wish, nearby restaurants or deli’s.
- **Arrive ON TIME.** Do not be late your first day, and for that matter, try to not be late at all. Employers conduct performance evaluations and promptness is most often included in your evaluation. Even if you do a great job once you get there, being late is something that stands out as unprofessional and calls very negative attention to yourself.

TIPS WHILE WORKING

- **Calling in sick.** Always contact your supervisor if you have to call in sick. If possible, get a doctor’s note so your absence is excused.
- **Be on time.** Try to leave early so you’re not late.
- **Running late.** Call if you’re running late. People will feel more accepting of your lateness if they receive forewarning, provided you don’t make a habit of it.
- **Vacation time.** Learn your company’s policies on earned vacation days and, once you’ve worked long enough to earn time off, be sure to check with your boss to find out how far in advance you need to request vacation time.

IF YOU DON’T GET THE JOB

Don’t get discouraged if you don’t get the job. No one gets every job they apply for, and many of us have to apply for quite a few before we get one. Also, if you accept not getting the job with politeness, this will leave the door open for you with that company if you choose to apply there again.

OBTAINING A WORK PERMIT

All minors under 18 years of age who are employed in the state of California must have a permit to work. In addition, before they can hire a minor, employ-

ers must possess a valid permit to employ and work. A permit to employ and work in industries other than entertainment is usually issued by an authorized person at the minor's school. During summer months or when school is not in session, work permits can be obtained from the office of the superintendent of the school district in which the minor resides.

Typically, after an employer agrees to hire a minor, the minor obtains from his or her school a Department of Education form entitled "Statement of Intent to Employ Minor and Request for Work Permit." The form must be completed by the minor and the employer and signed by the minor's parent or guardian and the employer. After returning the completed and signed form to the school, school officials may issue the permit to employ and work.

Minors must be at least 12 years of age to obtain a work permit and can only work a certain number of hours, so when applying for jobs make sure the hours do not exceed the work permit guidelines.

As a foster youth, you may begin working full-time when you are 14 years of age. If you are between 14 and 16, you can only work full-time if your child welfare worker or probation officer approves this in writing. You will need to pass a physical exam, attend a work experience training program, and bring an adult who can verify your information with you to the program. If you are 16 years of age or older, you will not need to go through as many steps. For more info, visit <http://www.dir.ca.gov/dlse/DLSE-CL.htm>

***NOTE:** *You will need to apply for a new work permit at the beginning of every year, every summer and every time you change jobs.*

EMPLOYMENT AND TRAINING SERVICES

Alameda County Human Resource Employment Hotline—Oakland

Phone: 510.272.6433 | Web site: <http://www.acgov.org>

The above Web site includes a directory of current Alameda County job openings.

American Indian Child Resource Center (AICRC)—Oakland Oakland Indian Education Center (AIEC)

Phone: 510.208.1870 | Web site: <http://www.aicrc.org>

Oakland Indian Child Resource Center (AICRC) is a non-profit social service and education agency serving urban Indian children and their families. By providing social services, community support and education, AICRC helps

Indian families stay together and promotes the success of Native youth. One of its key programs, the Oakland Indian Education Center (OIEC), has tutorial, cultural arts and sports and nutrition programs, plus college and career preparation, field trips and family nights, youth leadership and advocacy programs, and case management services.

AmeriCorps—Washington, D.C.

Phone: 202.606.5000 | TDD: 202.606.3472

Web site: <http://www.americorps.org>

AmeriCorps is a national service network that provides full and part-time job opportunities for youth and adults. Youth are paid while in the program, and after they complete the program, participants receive money for college or vocational training.

Asians for Job Opportunities—Berkeley

Phone: 510.548.6700 | Web site: <http://www.ajob.org>

Provides employment services, bilingual mental health and a range of other social services. Employment services include training, job development, vocational counseling and job placement.

Bay Area Urban League (BAUL)—Oakland

Phone: 510.271.1846

Offers on-the-job training, job counseling and placement for residents of Berkeley, Emeryville, Albany, Piedmont and Alameda. BAUL operates a training center in Berkeley where courses in clerical, warehouse, restaurant, banking, customer service, computer accounting and medical clerical occupations are available.

Bayfair Employment Training Academy (BETA)—San Leandro

Phone: 510.259.3501

BETA is a free program for youth ages 14 to 24 who live in unincorporated areas of San Leandro, Hayward and Castro Valley. It offers free training on how to look for and then work successfully at a job. It's a six-week course at the Bayfair Mall in San Leandro. After completing the course, youth receive a certificate that can give them a competitive edge as they approach employers for a job.

Black Women Organized for Political Action (BWOPA)—Oakland

Phone: 510.763.9523 | Web site: <http://www.bwopa.org>

The purpose of BWOPA is to educate African American women about the political process and to encourage them to solve problems through political action that affect the African American community. They provide training and mentoring and are well networked with other organizations with compatible missions.

Berkeley Youth Alternatives (BYA)—Berkeley

Phone: 510.845.9010 | Web site: <http://www.byaonline.org>

For over 35 years, BYA has provided a safe growing space for the youth of Berkeley. It is a community-based organization whose vision is to provide a secure and nurturing environment for children, youth, and families by reaching youth before their problems become crises by helping them reach their innate potential. Programs include:

- After School Center
- Career Development
- Counseling Center
- HEAT (Health and Environment Awareness Training)
- Summer Jam (a daily summer program for youth 6 to 14 years old)
- Teen Center (An after school program that includes programs in music and video production, open mic poetry, and other positive alternatives for teens.)

California Conservation Corps (CCC) Headquarters—Sacramento

Phone: 916.341.3100 | Web site: <http://www.ccc.ca.gov>

CCC is a state program for youth from 18 to 23 years of age that involve conservation, wilderness and community service projects. It is typically a one-year program with pay and benefits that include health insurance. Participants can also earn scholarships for college or vocational schools.

California Regional Occupation Program and Centers (ROP)

Web site: <http://www.carocp.org/carocps.html>

Eden Area ROP—Hayward Center

Phone: 510.293.2900

Mission Valley ROP—Fremont Center

Phone: 510.657.1865

Oakland-Alameda ROP—Oakland Center

Phone: 510.879.3036

Oakland-Alameda ROP—Alameda Center

Phone: 510.337.7094

Tri-Valley ROP—Livermore Center

Phone: 510.455.4800

The ROP program is designed to help students secure employment. In most cases, anyone over 16 is eligible to enroll, and high school students are put on the top of the list. ROP programs are located in virtually every high school and at over 70 ROP centers throughout California. The programs include vocational classes in high technology, construction, automotive and a range of other areas.

California State Employment Development Department (EDD)—Sacramento

Web site: <http://www.edd.ca.gov>

Among many services, EDD provides an online job and resume bank, CalJOBS, which contains thousands of job openings, provides labor market tools designed to help people make educated decisions during their job searches, and lists information on filing for unemployment insurance, disability insurance or paid family leave claims. The EDD Web site contains a vast array of information on these and other job-related topics.

CalJOBS

Employment Development Department—Sacramento

Phone: 1.800.758.0398 | Web site: <http://www.caljobs.ca.gov>

CalJOBS is an Internet-based resource that links employer job listings and job seeker resumes. You can look for job listings in your area and post your resume electronically via your computer on their site for free.

Casey Employment Guide

Phone: 206.282.7300

This guide contains valuable information on topics that include education, employment, housing and life skills. It also provides specific recommendations, strategies and resources for young people transitioning from foster care. You can download a copy of this guide at <http://www.casey.org/Resources/Publications/ItsMyLifeEmployment.htm>

Cypress Mandela Training Center—Oakland

Phone: 510.208.7350 | Web site: <http://www.cypressmandela.org>

The Cypress Mandela Training Center offers 16-week pre-apprentice technical training in the construction trades for men and women over 18 years of age. The program has received local and national recognition and has established

itself as the foremost pre-apprenticeship construction training center of its type in the United States. It is an excellent resource for a transitioning youth seeking a career in the construction trades.

East Oakland Youth Development Center

Phone: 510.569.8088 | Web site: <http://www.eoydc.org>

Provides assistance in the areas of education, employment preparation, placement and advancement that includes after-school tutoring and GED preparation to classes, computer courses and work study.

One-Stop Career Centers

Web site: <http://www.eastbayworks.org>

One-Stop Career Centers are self-directed career resource centers located in Alameda and Contra Costa Counties. Below are some of the locations in Alameda County that you can call or visit their Web sites for specific street addresses:

Berkeley One-Stop Career Center

Phone 510.982.7128

Hayward One-Stop Career Center

Eden Area Multiservice Center

Phone: 510.670.5700

Oakland One-Stop Career Center—Downtown

Phone: 510.768.4473

Oakland One-Stop Career Center—East Oakland

Phone: 510.563.5321

Tri-Cities—Fremont One-Stop Career Center

Phone: 510.794.3669

Juma Ventures—San Francisco

Phone: 415.371.0727 | Web site: <http://www.jumaventures.org>

Juma Ventures—Oakland Office

Phone: 510.375.5466

Juma Ventures is an innovative non-profit organization that has developed a unique and highly effective approach to youth development. Juma develops and operates businesses—known as “social enterprises”—that provide job op-

portunities for economically disadvantaged teens. Each year, Juma Ventures works with approximately 250 youth from 16 to 19 years old. Juma’s youth are recruited through schools and community programs in San Francisco, Oakland, San Diego and Washington DC’s most impoverished neighborhoods.

Juma also empowers youth with financial education and savings programs, college and career exploration, and training in essential life skills. Through supportive peer and adult relationships that youth form at Juma, youth are provided powerful programs that help them transcend challenging circumstances and make successful transitions to college and careers in early adulthood.

Leadership Excellence—Oakland

Phone: 510.267.9770 | Web site: <http://www.leadershipexcellence.org>

Leadership Excellence is committed to developing the next generation with the skills to create positive social change in urban communities. Their mission is to provide grassroots community organizing skills to African American children and youth from the ages of 5 to 18. Leadership Excellence has several programs for youth that include:

- **SOLO (Sisters Overcoming Life’s Obstacles)** A sisters’ circle that works as a support system in which sisters from 14 to 21 discuss what is impacting them day-to-day and strategies for overcoming challenges.
- **MECCA (Men Educating Culturally Conscious Africans)** A brothers’ circle that works as a support system for brothers from 14 to 21, in which they discuss their life challenges and how to best deal with them.
- **Camp Akili** trains youth 14 to 18 to identify and challenge systems of violence, racism and sexism. Through personal healing, students set the stage to become change agents themselves.
- **Camp Alkebulan** is a global awareness program that empowers and trains youth 18 to 21 to help to implement a community development strategy in Ghana.

State Department of Industrial Relations

Division of Apprenticeship Standard—San Francisco Office

Phone: 415.703.4920 | Web site: <http://www.dir.ca.gov/das/das.html>

The Division of Apprenticeship Standards (DAS) creates opportunities for Californians to gain employable lifetime skills and provides employers with a highly skilled and experienced workforce. DAS annually awards completion certificates to the graduates of the 611 currently active apprenticeship programs throughout the State of California in more than 500 occupations. DAS goals are to match the needs of employers with trained workers who will be able to hold down a decent paying job.

Search available apprenticeship programs by selecting a County and an occupation group at: <http://www.dir.ca.gov/databases/das/aigstart.asp>

Additional links to Apprenticeship Programs

Air Conditioning and Refrigeration Training Center: <http://www.hvacr-training.com/index2.html>

Auto Apprenticeship: <http://www.autoapprenticeship.com>

Bricklayers: <http://bac3train.com>

Carpenter Training: <http://www.ctcnc.org>

Construction: <http://www.calapprenticeship.org>

Drywall/Lathing Apprenticeship: <http://www.drywall-lathing.com>

Electrical Apprenticeship: <http://sfelectricaltraining.org>

Northern California Surveyors Joint Apprenticeship Committee:
<http://www.ncsjac.org>

Roofers Local 95: <http://www.roofer95.com>

Sprinklerfitters Local 483: <http://www.sprinklerfitters483.org>

Toolworks—San Francisco

Phone: 415.733.0990 | Oakland Office: 510.271.4745

Walnut Creek Office: 925.932.8483 | TDD: 415.733.0992

Web site: <http://www.toolworks.org>

Toolworks serves adults throughout the Bay Area, providing client-driven services that increase economic and social opportunities for people with disabilities.

Treasure Island Job Corps Center—San Francisco

Phone: 415.277.2400 or 1.800.733.JOBS | Web site: <http://treasureisland.jobcorps.gov/home.aspx>

There are Job Corps centers all over the United States. Applicants must be 16 to 24, U.S. citizens or legal residents, and demonstrate the maturity needed to participate in an educational environment.

Job Corps assists youth in completing their high school education or GED. Job Corps offers career planning, on-the-job training, job placement, residential housing, food service, driver's education, health and dental care, and a basic living and clothing allowance. Some centers offer child care programs for single parents as well.

This is a wonderful option for many youth—especially those who will age out of the system before their high school graduation, or do not want to attend college or have limited housing options. This is a strict program with a curfew, but it is worth it for youth committed to furthering their careers. There may

be a wait list, so apply several months before leaving foster care. Job Corps locations in California are Long Beach, Los Angeles, Sacramento, San Francisco (Treasure Island), San Diego, San Jose and San Bernardino.

Workability I Program

California Department of Education—Sacramento

Phone: 916.323.3309 | Web site: <http://www.cde.ca.gov>

This free program available throughout California provides comprehensive pre-employment training, employment placement and follow-up for high school students in special education who are making a transition from school to work, independent living or postsecondary education. It offers paid and unpaid work experience, vocational classes, and two years of follow-up support services.

Workforce Investment Act (WIA)

Phone: 916.324.3425 | Web site: <http://www.cwib.ca.gov>

The federal Workforce Investment Act (WIA) offers a comprehensive range of workforce development activities through statewide and local organizations. To be eligible, youth must be 14 to 21 years of age, low income, and meet at least one of six specific barriers to employment. Activities may include instruction leading to completing high school, tutoring, internships, work experience, adult mentoring, and comprehensive guidance and counseling.

Youth Works Employment Program—Berkeley

Phone: 510.981.4970 | Web site: <http://www.cityofberkeley.info/Content-Display.aspx?id=11684>

This is an employment program for Berkeley youth.

Youth Employment Partnership, Inc. (YEP)—Oakland

Phone: 510.533.3447 | Web site: <http://www.yep.org>

YEP offers many employment programs that lead to paid employment for youth who are court-involved, wards of the court, in foster care, emancipated, and have learning disabilities. YEP also provides internships, career counseling, leadership and career exploration workshops, and entrepreneurial and customer service training through its café at the Oakland International Airport. In addition, YEP operates a charter school designed to re-engage youth who have dropped out of high school. During a two-year period, students work towards earning a high school diploma while participating in one of three training areas: (1) construction skills; (2) child development; and (3) technology, each of which will lead to vocational certification.

UNEMPLOYMENT INSURANCE

If you are unemployed and can't find employment, you may be eligible for unemployment benefits. The Unemployment Insurance Program, commonly referred to as UI, provides weekly unemployment insurance payments for workers who lose their job through no fault of their own. Eligibility for benefits requires that the claimant be able to work, be seeking work, and be willing to accept a suitable job. To be entitled to benefits you must be out of work due to no fault of your own; physically able to work; actively seeking work; and ready to accept work.

HOW DO I FILE A CLAIM?

File a claim for UI benefits or extension of UI benefits using one of the following methods:

1. **Access eApply4UI:** The eApply4UI application is available at <https://eapply4ui.edd.ca.gov>. Answers to questions are entered online. After the application is completed the individual submits it online.
***Note:** This is the fastest way to file your claim.
2. **Contact EDD by telephone.** Individuals will speak to a representative who will ask a series of questions and record the responses.
3. **Complete a UI Application, DE 1101I:** This form is available in the Forms and Publications section at www.edd.ca.gov or http://www.edd.ca.gov/Unemployment/Forms_and_Publications.htm. The DE 1101I is printed, completed by hand and either faxed or mailed to the Unemployment Insurance Program.

EARN EXTRA MONEY

Alameda County Registrar of Voters

Phone: 510.272.6973 | Web site: <http://acgov.org/rov>

Sign up to become a poll worker and earn between \$95–\$180 for the day.

MARKETING RESEARCH FIRMS

Many marketing research firms pay to hear your opinions on products. Firms will pay from \$50 to \$200 for two hours of work.

Corey Canapary and Galvanis Research

Phone: 415.397.1200

Ecker Research

Phone: 415.765.1566

Fleischman Field Research

Phone: 415.398.4140

MILITARY

If you are interested, phone or visit the Web sites of the different military services listed below for the physical addresses of the recruiting station nearest you.

U.S. AIR FORCE RECRUITING STATIONS

Web site: <http://www.airforce.com>

Alameda Office—Phone: 510.769.7533

Fremont Office—Phone: 510.791.2224

Hayward Office—Phone: 510.481.7885

Livermore Office—Phone: 510.294.8522

U.S. ARMY RECRUITING STATIONS

Web site: <http://www.goarmy.com>

Alameda Office—Phone: 510.337.9097

Fremont Office—Phone: 510.796.6293

Hayward Office—Phone: 510.264.0835

Livermore Office—Phone: 510.443.1104

U.S. COAST GUARD

Web site: <http://www.gocoastguard.com>

Alameda Office—Phone: 510.769.8187

U.S. MARINE CORPS RECRUITING STATION

Web site: <http://www.marines.com>

Fremont Office—Phone: 510.796.6293

Hayward Office—Phone: 510.264.0835

U.S. NATIONAL GUARD RECRUITING STATION

Web site: <http://www.nationalguard.com>

Hayward Office—Phone: 510.264.5600

U.S. NAVY RECRUITING STATIONS

Web site: <http://www.navy.com>
 Alameda Office—Phone: 510.865.5757
 San Leandro Office—Phone: 510.481.1225

JOB SEEKER WEB SITES

<http://www.sfbay.craigslist.org>
<http://www.hotjobs.yahoo.com>
<http://www.jobseeker.com>
http://www.eastbayworks.org/job_listings.htm
<http://www.careerbuilder.com>
<http://www.careerpath.com>
<http://www.jobcareers.com>
<http://www.monster.com/home.aspx>
<http://www.non-profitjobs.org>
<http://www.opportunityknocks.org>
<http://www.jobbankinfo.org>
<http://www.nationjob.com>
<http://www.dol.gov>
<http://www.jobfox.com>
<http://www.jobsearchusa.com>
<http://www.careerjet.com>
<http://www.bayarea.com>
<http://www.sanfranrecruiter.com>
<http://www.allstarjobs.com>
http://www.bayareacareers.com/bay_area.php
<http://www.employmentguide.com>
<http://www.usajobs.opm.gov>
<http://www.winecountryjobs.com>
<http://www.acrobatstaffing.com>
<http://www.bajobs.com>

ENTRY LEVEL JOBS

<http://www.teenjobsection.com>
<http://www.jamminjobs.com>
<http://www.jobdoggy.com>
<http://www.gotajob.com>
<http://www.snagajob.com>

For additional resources, visit <http://www.vacuumkiTDD.com/jobs.htm>

THIS SECTION LISTS primary medical care providers, mental health care providers, free clinics in the community, non-profit health organizations, and family planning and parenting resources. Foster youth have automatic coverage through Medi-Cal benefits until they are dismissed from dependency, at which point they can get a Medi-Cal extension that covers them until age 21. The youth or child welfare worker needs to complete a one-page form and turn it in to Medi-Cal before the youth leaves foster care. This form is available from child welfare workers. The CASA should make sure the form has been completed by asking the child welfare worker if it has been submitted.

CASAs can help to ensure that emancipated youth have access to basic health care coverage, such as Medi-Cal benefits, and that they take the steps to select a good primary care physician, schedule routine medical appointments, and obtain mental health services if needed. Emancipated youth need to carefully review eligibility requirements before they schedule an appointment with a provider and should contact the provider if they need further clarification about services offered and eligibility requirements.

HEALTH AND EDUCATION PASSPORT (HEP)

Public health nurses work with child welfare workers and probation officers to gather medical, dental and behavioral health information on each foster child to create a *Health and Education Passport*. This Passport travels with the foster child to the foster care provider so that health care is appropriate and continuous.

Volunteers can obtain the HEP from the child welfare worker or the caregiver. CASA volunteers should review the passport and make sure it has current health information.

SCHOOL-BASED HEALTH CENTERS**Alameda Family Services School-Based Health Center**

Alameda High School | Phone: 510.337.7006

Alameda Family Services School-Based Health Center

Encinal High School | Phone: 510.748.4085 Ext. 0

Berkeley High School Health Center

Phone: 510.644.6965

Chappell R. Hayes Health Center—Oakland

MyClymonds High School | Phone: 510.835.1393

Logan Health Center—Union City

James Logan High School | Phone: 510.476.0400

Roosevelt Health Center—Oakland

Roosevelt Middle High School | Phone: 510.879.2953

San Lorenzo High School Health Center

Phone: 510.317.3167

TechniClinic

Oakland Technical High School | Phone: 510.879.1907

Tennyson Health Center—Hayward

Tennyson High School | Phone: 510.690.6048

Tiger Clinic—Oakland

Phone: 510.879.1600

Youth Uprising/Castlemont Clinic—Oakland

Phone: 510.428.3556

HEALTH PROGRAMS**Eligibility for the Children of Teen Moms**

To help a teen mom get medical care for her child, verify that the group home or caregiver notifies the youth's social worker or eligibility worker that the baby is born. Also, be sure that the baby has been enrolled in Medi-Cal by the birth hospital, or when the baby visits a doctor or hospital after being born. Other options are for the social or eligibility worker to turn in the form, or for the youth to go to the County Medi-Cal office and fill out a form. This also allows social services to issue monthly supplements to the group home for the care of the infant.

Family PACTPhone: 1.866.326.7228 | Web site: <http://www.familypact.org/en/home.aspx>

Eligibility: All California residents with an income level of up to twice the Federal Poverty Level (FPL), which is \$38,700 for a family of four, according to the 2005 Federal Poverty Guidelines (FPG), and no access to family planning services elsewhere.

Services include birth control prescriptions, family planning education and counseling, HIV testing and counseling, physical and gynecological exams, sexually transmitted disease prevention and treatment, sterilization services and ancillary services including treatment for urinary tract infections.

Healthy Families – Medi-Cal for FamiliesPhone: 1.800.880.5305 | Web site: <http://www.healthyfamilies.ca.gov/Home>

This program is for youth up to age 18 who have no health insurance and are not eligible for full-scope Medi-Cal. They must be California residents and either U.S. citizens or documented immigrants. For those who need help filling out the paperwork, many schools, clinics, doctors and community organizations have trained Certified Application Assistors to help. For this support, call 1.888.747.1222.

When youth enroll their children in Healthy Families, they choose their health, dental and vision insurance plans for their children. This insurance pays most of the children's costs for visits to doctors, dentists, eye doctors and specialists. The insurance plans also contract with clinics, laboratories, pharmacies and hospitals for the children's health care.

Medi-Cal—Oakland

Phone: 510.777.2300 | Toll free: 1.800.698.1118

Web site: <http://www.medi-cal.ca.gov>

Youth up to age 21 are eligible to receive full-scope Medi-Cal coverage and must be California residents and either U.S. citizens, documented immigrants, or individuals permanently residing in the U.S. Full-scope Medi-Cal covers for youth ages 12 to 21 annual eye exams and eyeglasses, dental check-ups, emergency and specialty care, hospital care, medical office visits, mental health services, occupational, speech and physical therapies, prescription drugs, preventive services, drug and alcohol abuse, family planning, pregnancy and pregnancy-related services, sexual assault, sexually transmitted infections, and x-ray and laboratory services. Restricted Medi-Cal covers emergency services and pregnancy-related services only.

PRIMARY CARE

Please see the directory on page 137 for a complete list of hospitals and clinics in Alameda County.

Asian Health Services (AHS)—Oakland

Web site: <http://www.asianhealthservices.org>

Medical Services—510.986.6800 | Teen Clinic—510.986.1024

Dental Clinic—510.986.6888

AHS serves and advocates for the Asian and Pacific Islander community by ensuring access to health care services regardless of income, insurance status, immigration status, language or culture. As an important part of this mission, they provide services in English and eight Asian languages: Chinese (Mandarin and Cantonese), Vietnamese, Korean, Tagalog, Lao, Mien and Khmer. They offer medical and dental services for all ages.

Axis Community Health Center

Phone: 925.462.1755 | Web site: <http://www.axishealth.org>

Axis Community Health Center’s medical team consists of licensed, board-certified family practitioners, internists, pediatricians and nurse practitioners. They provide comprehensive medical care for every member of the family, from newborns to seniors. They provide high-quality preventive care, treatment for minor illnesses or injuries, and help manage chronic medical conditions such as diabetes, asthma or high blood pressure. Some programs are free and others are available on a sliding fee scale based on income and family size.

Berkeley Free Clinic

Phone: 1.800.6.CLINIC or 510.548.2570 | Web site: <http://www.berkeley-freeclinic.org>

Volunteer community health workers trained at the Berkeley Free Clinic, and volunteer medical professionals from the community provide limited acute, short-term primary care services. Health workers can see patients for:

- Basic mens’ STDs and non-symptomatic STD screening for females
- Colds and sore throats
- Simple rashes and other skin concerns
- Tuberculosis tests
- Pregnancy testing
- Some ear problems
- Some lower respiratory concerns
- Urinary tract infections in women

Berkeley Free Clinic is the only free dental clinic in Northern California that provides free simple extractions, fillings and cleanings. Please call 510.548.2745 for more information.

Healthcare Center for the Homeless—Oakland

Phone: 510.532.1930

This program is a healthcare referral service that also runs a mobile health van throughout Alameda County. They provide housing assistance, food and food vouchers, transportation, substance abuse treatment, urgent medical care, in-home nursing, counseling and move-in assistance.

La Clinica de La Raza Fruitvale Village—Oakland

Phone: 510.535.4000 | Web site: <http://www.laclinica.org>

La Clinica provides accessible and affordable health care to children and teens from low-income communities of the East Bay. Services include regular check-ups, immunizations, physical exams, lab tests including TB skin testing, and treatment for acute and chronic illnesses. Confidential services for teenagers include pregnancy testing and prenatal care; suicide prevention and counseling; and sexually transmitted diseases prevention, detection and treatment, including confidential and anonymous HIV testing. Social workers and counselors provide individual, group and couples’ counseling and assistance with school, housing, emergency food and legal issues.

Native American Health Center—Oakland

Phone: (Medical): 510.535.4410 | Phone: (Dental): 510.535.4450

Web site: <http://www.nativehealth.org>

This center provides a full range of community health care and prevention services that include primary medical care, comprehensive dental care, family guidance counseling, HIV prevention and AIDS treatment, infant, youth, and women’s health services, and general nutrition and fitness. The Native American Health Center also maintains a satellite clinic at Alameda Point, a school-based clinic in Alameda, and the Healthy Nations Wellness Center in Oakland, which has gym equipment, massage and other exercise programs.

Tiburcio Vasquez Health Center—Union City and Hayward

Phone: 510.471.5880 | Web site: <http://www.tvhc.org>

Tiburcio Vasquez Health Center has two locations in Union City and Hayward. They offer a wide range of services including primary care, women’s services, pediatrics and dental care.

Tri-City Health Centers

Tri-City Health Center (TCHC) offers primary and preventive health care for people at every age. TCHC provides a wide spectrum of health education,

healthcare and social services to everyone without regard to financial position, ethnicity, language, culture, sexual orientation or any other criterion.

TCHC Main Clinic—Fremont

Phone: 510.770.8131 | Hotline: 510.770.8130

Mowry Clinic—Fremont

Phone: 510.770.8040

State Street Clinic—Fremont

Phone: 510.770.8040

The clinical staff includes family practice and internal medical physicians, family practice nurse practitioners, certified physician assistants, case managers, mental health specialists, nurses, nutritionists, medical assistants and health educators. Their full range of family practice services include prenatal care, well-child exams, immunizations, teen/adult services, women's health, family planning, HIV/AIDS, nutrition, diagnosis and treatment of acute illness, testing and laboratory services, pharmacy and prescriptions, senior services, care for chronic diseases such as diabetes, asthma, heart disease and Hepatitis C.

West Oakland Health Council—for residents of North, East and West Oakland, Emeryville and Southwest Berkeley

Phone: 510.835.9610 or 510.430.9401

Web site: <http://www.woch.org>

The West Oakland Health Council is a non-profit organization that provides primary care, mental health, and substance abuse recovery services. Its mission is to improve the health and wellbeing of residents and to reduce preventable disability and premature death in the community.

AIDS/HIV

AIDS, Medicine & Miracles—San Francisco

Phone: 415.252.7111 | Web site: <http://www.aidsmedicineandmiracles.org>

AIDS, Medicine & Miracles (AM&M) provides life-changing empowerment programs for all people living with HIV/AIDS including their loved ones and service providers. These programs educate, impart life-skills and build community to support people in living healthy, responsible lives filled with hope.

AIDS Project of the East Bay—Oakland

Phone: 510.663.7979 | Web site: <http://www.apeb.org>

AIDS Project of the East Bay (APEB) was created to serve primarily communities of color in the East Bay with HIV/AIDS. APEB has over 20 years of experience providing a wide array of HIV/AIDS services that are sensitive and client-centered. These services include medical case management, emergency financial assistance, emergency housing assistance, HIV education and prevention services, support groups and transportation assistance.

California HIV/AIDS Hotline

Phone: 1.800.367.AIDS (English/Spanish) | TDD: 1.888.225.AIDS

Provides HIV/AIDS and STD information.

STOP AIDS Project

Web site: <http://www.stopaids.org>

STOP AIDS Project—San Francisco (Sanchez St.)

Phone: 415.575.0747

STOP AIDS Project—San Francisco (15th St.)

Phone (live operator): 415.575.0150

Voice Mail System to leave message, get directions, etc.: 415.575.0160

STOP AIDS project works to prevent HIV transmission among all gay and bisexual men in San Francisco through multicultural, community-based organizing. Internationally recognized as a successful model of grassroots prevention and support, STOP AIDS brings diverse gay and bisexual men together to talk about the challenges and issues posed by HIV/AIDS through neighborhood outreach, workshops and community forums.

STOP AIDS provides anonymous-only HIV testing, but because of funding restrictions, they are only able to test gay, bisexual and transgender men. HIV testing is offered every Monday at 2128–15th Street between 6-7 p.m. To make an appointment, call 415.575.0749.

SUBSTANCE ABUSE

Alameda Family Services—Alameda

Phone: 510.629.6300 | Web site: <http://www.alamedafs.org>

Alameda Family Services provides assessment, intervention, and counseling for substance abuse and addiction. Services include outreach and school-based interventions, outpatient drug-free treatment groups, diversion services for drug offenders, on-site drug testing, co-ed anger management classes, men's domestic violence programs, domestic violence survivors groups, and Alanon/Alateen groups.

Axis Community Health—Teen Program—Pleasanton

Phone: 925.201.6201 or 925.201.6011 | Web site: http://www.axishealth.org/addiction_counselling/teen_drug_services.html

The Drug and Alcohol Recovery Program for Teens (DARP) at Axis Community Health is the only outpatient drug and alcohol recovery program for adolescents in the Tri-Valley. It begins with a five-week series of small-group sessions held three times a week. After the initial phase, the program is customized to meet the needs of each program participant.

Axis Community Health—Adult Program—Pleasanton

Phone: 925.201.6053

Web site: http://www.axishealth.org/addiction_counselling/adult_drug_services.html

This is an intensive, year-long outpatient drug and alcohol recovery program designed for clients who have limited funds. The program is presented in two phases:

- Primary/Early Recovery (20 weeks)
- Aftercare/Relapse Prevention (32 weeks)

California Department of Alcohol and Drug Programs—Sacramento

Phone: 916.327.3728 or 1.800.879.2772 | Web site: <http://www.adp.ca.gov/default.asp>

The Department of Alcohol and Drug Programs is responsible for administering prevention, treatment, and recovery services for alcohol and drug abuse and problem gambling. Their Web site has a great deal of practical information about addiction and recovery, including a list of a vast number of organizations that address these problems.

East Bay Community Recovery Project (EBCRP)—Oakland

Phone: 510.446.7100 | Web site: <http://www.ebcrcp.org>

East Bay Community Recovery Project (EBCRP)—Hayward

Phone: 510.728.8600 | Web site: <http://www.ebcrcp.org>

EBCRP offers treatment for clients with substance abuse and other mental health issues. Depending upon individual treatment plans, clients may take part in individual therapy, group therapy, day treatment, medication services, case management and skills training. Clients also receive alternative therapies, such as massage and acupuncture. EBCRP therapists provide interventions and support to assist clients in their efforts to find and maintain housing, fulfill their financial obligations and achieve their treatment goals.

New Bridge Foundation's ASPIRE School-Based Program—Berkeley

Phone: 510.558.1990 | Web site: <http://www.new-bridge.org>

New Bridge Foundation's ASPIRE School Program (Adolescent Services Providing Inspiration, Recovery and Education) helps youth address drug and alcohol problems as well as other difficulties today's teens face. Located on school campuses, ASPIRE goes where teens spend most of their day.

The ASPIRE program offers three tracks to target drug and alcohol problems:

- Youth prevention workshops
- Youth education workshops
- Workshops for families and school faculty

Treatment includes:

- School-based individual counseling
- Family and group sessions
- Supportive activities that contribute to sobriety, such as sports camps, videography, spoken word workshops and cosmetology classes

Project Eden, A Program of Horizon Services, Inc.—Hayward

Phone: 510.582.2100 | Web site: <http://www.horizonservices.org>

Project Eden provides prevention, intervention, and outpatient treatment programs for youth and their families from Hayward, San Lorenzo, Castro Valley, San Leandro and other surrounding cities. Programs include school-based educational and support groups, crisis intervention, support services for lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) youth, a summer youth program, counseling services, outpatient substance abuse treatment, and anger management.

Thunder Road—Oakland

Chemical Dependency Recovery Hospital

Phone: 510.653.5040 | Web site: <http://www.altabatessummit.org/clinical/thunderroad.html>

Thunder Road provides hospital inpatient, residential short- and long-term treatment, outpatient, and partial hospitalization/day treatment. They serve adolescents, persons with co-occurring mental and substance abuse disorders, persons with HIV/AIDS, gay and lesbian, and criminal justice clients.

SELF HELP GROUPS

Al-Anon/Alateen

Phone: 510.528.4379 (Berkeley) | Phone: 925.277.7661 (Pleasanton)
Web site: <http://www.al-anon.alateen.org>

In Al-Anon and Alateen, those who have been negatively impacted by the drinking of others meet to share their feelings and experiences. Together, they learn a better way of life based on the 12 steps of Alcoholics Anonymous whether the alcoholic is still drinking or not. There is no charge for these meetings, although voluntary contributions are welcome.

Alcoholics Anonymous—Oakland

Phone: 510.839.8900 | Web site: <http://www.eastbayaa.org>

A fellowship of men and women who help one another to recover from alcoholism. There are no dues or fees for A.A. membership. The group is self-supporting through members' contributions.

Cocaine Anonymous—Oakland

Phone: 510.268.0600 | Web site: <http://www.norcalca.com>

Cocaine Anonymous is a fellowship of men and women based on the 12 Steps who help one another recover from their addiction to cocaine. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees, and they are fully self-supporting through their own contributions.

Marijuana Anonymous—Meets in Locations Throughout the Bay Area

Phone: 1.800.766.6779 | Web site: <http://www.marijuana-anonymous.org>

Marijuana Anonymous is a fellowship of men and women based on the 12 Steps who share our experience, strength, and hope and help one another recover from marijuana addiction. The only requirement for membership is a desire to stop using marijuana. There are no dues or fees for membership. The above Web site lists the locations of many meetings in the East Bay area.

Narcotics Anonymous

Phone: 510.444.4673 | Web site: <http://www.na.org>

Narcotics Anonymous provides a recovery process in which members share their successes and challenges as they work to live drug-free, productive lives through the application of the principles of the 12 Steps.

LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, INTERSEX AND QUESTIONING (LGBTQIQ) HEALTH RESOURCES

Ark of Refuge, Inc.—San Francisco

Phone: 415.861.6130 | Web site: <http://arkofrefuge.org>

The mission of the Ark of Refuge is to challenge and overcome the individual and institutional barriers which discourage or prevent underserved populations from accessing vital services. Ark of Refuge is dedicated to creating culturally sensitive programs which address holistically the complex life circumstances of persons in need of basic health, educational and psychosocial services, including substance abuse, crisis intervention, HIV prevention, information/referrals, LGBTQIQ, transgender services, youth development, etc.

Dimensions Queer Youth Clinic—San Francisco

Castro-Mission Health Center

Phone: 415.934.7700 | Web site: <http://www.dimensionsclinic.org/home.html>

Dimensions is an open and friendly place to get support regarding health needs. They offer low-cost health services for queer, transgender and questioning youth ages 12 to 25. Its staff of medical and mental health professionals can answer just about any question youth have regarding their health needs.

Youth TIES-Youth Trans & Intersex Education Services—San Francisco

San Francisco LGBT Community Center

Phone: 415.865.5625 | Web site: <http://www.youthgenderproject.org>

Youth Trans & Intersex Education Services (Youth TIES) is a youth-led organization advocating for transgender, intersex and questioning (TGIQ) youth. They address the challenges facing TGIQ youth in the San Francisco Bay Area by educating the service providers who work with them and by providing TGIQ youth with information and referrals.

MENTAL HEALTH SERVICES

Alameda County Behavioral Healthcare Services (BHCS)

Phone: 1.800.491.9099 | Web site: <http://www.acbhcs.org>

Provides mental health and drug and alcohol services to children, youth and adults.

Alameda Family Services—Alameda

Phone: 510.629.6300 | Youth Shelter Hotline: 1.800.379.1114

Web site: <http://www.xanthos.org>

Alameda Family Services is a human services organization serving Alameda County and the East Bay with a wide range of programs to improve the emotional, physical, and psychological health of children, youth and families, including intervention services for youth and families in crisis or at risk.

Alternative Family Services (AFS)—Oakland

Phone: 510.839.3800 | Website: <http://www.afs4kids.org>

AFS is licensed by the State of California as a foster family agency and adoption agency and provides a variety of services including independent living skills development, case management and therapy.

Ann Martin Center—Piedmont

Phone: 510.655.7880 | Web site: <http://www.annmartin.org>

The Ann Martin Center is a non-profit community organization that provides psychotherapy, educational therapy, psychological testing and educational testing. It helps youth and adults handle problems with learning, emotions and behaviors that can ensue from stress, relationship issues, life transitions and learning disabilities.

Asian Community Mental Health Services—Oakland

Phone: 510.451.6729 | Web site: <http://www.acmhs.org>

ACMHS provides culturally appropriate behavioral health care services for children, adolescents, adults and families. Their clinical staff of highly trained psychiatrists, psychologists, marriage and family therapists, and child welfare workers is familiar with the needs of immigrant and refugee communities.

Multilingual teams provide a broad range of services that include information and referrals, assessments, psychiatric evaluations, medication therapy, crisis stabiliza-

tion, individual and family therapy, social rehabilitation services, substance abuse treatment groups, clinical case management and family education.

Community Health for Asian Americans (CHAA)—Oakland

Phone: 510.835.2777 | Web site: <http://www.appsweb.org>

CHAA's Oakland site offers a wide range of mental health services that include therapy for children, youth, adults and families, alcohol and drug treatment, and case management

Downtown Youth Clinic—Oakland

Phone: 510.921.6680 | Web site: <http://www.downtownyouth.org>

This clinic connects clients to resources and programs that provide legal and financial assistance, counseling, housing and jobs. They also have peer advocates who assist with rides to appointments and lend a sympathetic ear.

East Bay Agency for Children (EBAC)

Phone: 510.268.3770 | Web site: <http://www.ebac.org>

EBAC aids children and families through specialized therapeutic, educational and peer support. Their innovative programs, located throughout Alameda County, prepare children to succeed in school, assist families through times of crisis, and provide therapeutic support to children who have suffered from abuse or neglect.

Families Information and Referral Service (FIRST)—Oakland

Phone: 510.835.5010 | Web site: <http://www.mhaac.org>

FIRST is a central source of information, referral and advice for anyone in Alameda County who is trying to help a relative or friend with mental illness. They provide information on the mental health system and laws, referrals to public and private services, and advice to help people make informed decisions.

Fred Finch Youth Center—Oakland

Phone: 510.482.2244 | Website: <http://www.fredfinch.org>

Fred Finch works to strengthen families and reunite youth with kin, while building the support systems necessary to help families heal and succeed together. They offer a comprehensive range of mental health and social service programs for youth and families, including residential programs, homeless youth programs, affordable housing for youth exiting the foster care system,

in-home crisis management, family therapy, parent and foster-parent support programs, special education, vocational training, and other vital services to meet the diverse needs of their clients.

Girls Incorporated of Alameda County (Girls, Inc.)—San Leandro

Phone: 510.357.5515 | Web site: <http://www.girlsinc-alameda.org>

The Pathways Counseling Clinic at Girls, Inc. offers individual and family counseling, case management, school-based mental health centers and consultation services. Its mission is “to inspire all girls to become strong, smart and bold.”

La Clinica (Clinica Alta Vista)—Oakland

Phone: 510.535.6300 | Web site: <http://www.laclinica.org>

The only “one-stop” clinic for teens in Alameda County, Clinica Alta Vista provides comprehensive health services to adolescents and young adults in East Oakland. Services include First Aid and Urgent Care, physical exams, immunizations, family planning, management of chronic illness, health education, tobacco cessation counseling, individual counseling, group and couples’ counseling, and assistance with school, housing, emergency food needs and legal issues.

La Clinica (Casa del Sol)—Oakland

Phone: 510.535.6200 | Web site: <http://www.laclinica.org>

La Clinica de La Raza’s Mental Health Department, Casa del Sol, provides psychiatric and psychological services to adults, children, adolescents and families. Casa del Sol provides services to treat severe mental health and behavioral problems.

La Familia Counseling Services—Hayward

Phone: 510.881.5921 | Web site: <http://www.lafcc.com>

La Familia provides a wide range of services that include case management for persons with development disabilities, children’s day treatment, psychotherapy, and youth leadership programs.

Pacific Center (LGBT Services)—Berkeley

Loving Ourselves & Uniting Diversity (LOUD) Youth

Phone: 510.548.8283 | Web site: <http://www.pacificcenter.org>

The Pacific Center is a lesbian, gay, bisexual, and transgender (LGBT) community center based in Berkeley that serves the East Bay and Greater Bay Area.

Through professional counseling, groups, community events and advocacy, Pacific Center enhances the well-being and self-respect of lesbian, gay, bisexual and transgender individuals.

FAMILY PLANNING AND PARENTING

SEX EDUCATION, BIRTH CONTROL, SEXUALLY TRANSMITTED INFECTION (STI)/HIV PREVENTION

Many foster youth have had little or no education on these crucially important topics and are sometimes operating on misinformation from their peers. Even if the CASA is not in favor of sex education or birth control, it is essential to ask youth if they would like more information.

Asian Health Services Youth Program—Oakland

Phone: 510.986.6800 | Web site: <http://www.asianhealthservices.org/handler.php?p=services-teens>

Asian Health Services Youth Program provides family planning services and primary care for females and males, including anonymous STI/HIV testing, birth control and STI prevention that includes free condoms, comprehensive reproductive education, one-on-one counseling, pelvic exams, pregnancy testing, and pre-natal care.

Axis Community Health—Pleasanton Office

Phone: 925.462.1755 | Web site: <http://www.axishealth.org>

Axis Community Health is a non-profit community organization that provides a wide range of medical, psychological and social support services for residents of the Tri-Valley area. It is the sole provider of medical care for the indigent and uninsured residents of eastern Alameda County. Services include adult, pediatric and geriatric medical care; obstetrics, gynecology and family planning; mental health counseling; drug and alcohol recovery services for teens and adults; court-ordered DUI classes; domestic violence/anger management programs for teens and adults; Women Infants and Children (WIC) nutrition programs; and community and school-based health education services.

Black Infant Health—San Leandro

Phone: 510.618.1980 | Web site: http://www.acphd.org/user/services/AtoZ_PrgDtls.asp?PrgId=72

Alameda County's Black Infant Health Program (BIH) offers long-term case management services to support at-risk pregnant and parenting African American women and men.

Black Infant Health and their Role of Men programs include information on job training; counseling; GED/high school diploma completion; monthly home or office visits by a public health nurse or community health outreach worker; workshops, support circles and case management for fathers; a baby shop; transportation assistance to medical appointments; prenatal/postpartum education; and referrals to health and social services.

Brighter Beginnings—Oakland

Phone: 510.437.8950 | Web site: <http://www.brighter-beginnings.org>

Brighter Beginnings provides services for the pregnancy and prenatal needs of East Bay mothers, infants and families. It is especially for those who are most at-risk of poor outcomes caused by adversity and works for the health of the entire family unit.

Child Support Services—Pleasanton

Toll Free: 1.866.901.3212 | Web site: <http://www.co.alameda.ca.us/css/index.htm>

Alameda County Department of Child Support Services establishes paternity and child support orders and collects child, medical, and spousal support payments. **This office does not charge for its services.** If an advocate or youths feels they are not getting the support they should be receiving, contact the office to request an application for services to open the youth's case. Once these forms have been completed and returned, the youth should receive a case opening letter within approximately three weeks.

Child Health and Disability Prevention Program—San Leandro

Phone: 510.618.2070 | Web site: <http://www.dhcs.ca.gov/services/chdp/Pages/default.aspx>

The Child Health and Disability Prevention Program offers preventive health services for children and youth in Alameda County that help to keep your children healthy before they get sick. The program offers well child exams, including school health exams and sports physicals; doctors and dentists who provide preventive health exams and dental screenings; and help getting low-cost health insurance.

Pregnancy–Comprehensive Perinatal Services Program (CPSP)—Oakland

Phone: 510.208.5982 | Web site: http://www.acphd.org/user/services/AtoZ_PrgDtls.asp?PrgId=33

CPSP provides special support services to Alameda County low-income pregnant women eligible for Medi-Cal and their babies. In addition to medical care, they provide prenatal vitamins, health education, nutrition services, help with family, financial and personal problems, and referrals to community agencies. Some sites also offer classes for pregnant women and their families.

Every Child Counts (ECC)—San Leandro

Phone: 510.875.24003 | Web site: <http://www.ackids.org>

The Every Child Counts Universal Home Visitation program offers voluntary early intervention family support services to women giving birth in Alameda County that make essential contributions to the health and well-being of young children and their families.

Exhale (After-Abortion Support Services)—Oakland

Phone: 510.446.7900 | Hotline: 1.866.439.4253 or 1.866.4.EXHALE
Web site: <http://www.4exhale.org>

Exhale offers a free, after-abortion talk line that provides emotional support, resources and information. The talk line is available to women and girls who have had abortions and to their partners, friends, allies and family members. All calls are completely confidential and counselors are non-judgmental.

Family Paths

Web site: <http://www.familypaths.org>

Oakland Office

Phone: 510.893.9230 | 24-hr hotline: 510.893.5444

Hayward Office

Phone: 510.582.0148

Fremont Office

Phone: 510.790.3803 | 24-hr hotline: 1.800.829.3777

Family Paths—formerly Parental Stress Service—is a non-profit organization that provides mental health services to low-income, highly stressed individuals and families. Services are offered in Oakland, Hayward and Fremont. These services include a 24-hour Family Support and Resource Hotline, a 24-hour

Foster Parent Advice Line, Emergency Respite Child Care, CalWORKS Case Management, and Positive Parenting Classes. They also provide counseling for infants, children, adolescents, adults and families.

Improving Pregnancy Outcomes Program (IPOP)—High Risk Pregnancy Management—San Leandro

Phone: 510.618.2080 | Web site: http://www.acphd.org/user/services/AtoZ_PrgDtls.asp?PrgId=71

This program serves low-income, medically and socially at-risk pregnant and parenting African American women and their infants. It also serves fathers of children from birth to two years of age, and the male partners of women with children from birth to two, along with case management, education, counseling and post-natal education.

IPOP—Fatherhood Services—San Leandro

Phone: 510.618.2080

IPOP provides a variety of services for fathers and fathers-to-be including counseling and advocacy services, peer support groups, and boot camp for new dads, which is a crash course on fatherhood about helping with birth, infant care and co-parenting.

La Clinica de La Raza Fruitvale Village—Oakland

Phone: 510.535.4000 | Web site: <http://www.laclinica.org>

La Clinica provides accessible and affordable health care to children and teens from low-income communities of the East Bay. Services provided include regular check-ups, immunizations, physical exams, lab tests including TB skin testing, and treatment for acute and chronic illness. Confidential services for teenagers include pregnancy testing and prenatal care; suicide prevention and counseling; and sexually transmitted infections prevention, detection and treatment, including confidential and anonymous HIV testing. Social workers and counselors provide individual, group and couples' counseling and assistance with school, housing, emergency food and legal issues.

La Clinica San Antonio Neighborhood Health Center—Oakland

Phone: 510.238.5400 | Web site: <http://www.laclinica.org>

Services available to patients include family medicine, women's health, pediatrics, chronic disease management, immunizations, health education and HIV testing.

La Leche League

Oakland Referral Hotline: 510.496.6009 | Web site: <http://www.llli.org/Web/california.html>

This worldwide organization provides breast-feeding information and support for mothers to help them breastfeed, and to promote a better understanding of breastfeeding as an important element in the health of the baby and the mother.

Planned Parenthood

Phone: 1.800.230.7526 | Web site: <http://www.plannedparenthood.org>

Planned Parenthood Federation of America is committed to ensuring access to quality health care, education, and information for all individuals and families worldwide. Each health center provides safe, reliable services that prevent unintended pregnancies through contraception, reduce the spread of sexually transmitted infections through prevention, testing and treatment, and screen for cervical and other cancers. Caring physicians, nurse practitioners and other staff take time to talk with clients, encouraging them to ask questions and discuss their feelings in a confidential setting.

Services include abortion, birth control, emergency contraception, general health care, HIV testing, HPV and Hepatitis vaccines, LGBT services, men's health services, patient education, pregnancy testing, options and services, and STD testing and treatment.

Planned Parenthood Health Center Locations in Alameda County:

MacArthur Health Center—Oakland

Phone: 1.800.967.7526

Eastmont Health Center—Oakland

Phone: 1.800.967.7526

Hayward Health Center

Phone: 1.800.967.7526

TALK Line Family Support Center—San Francisco

Phone: 415.387.3684 | Web site: <http://www.talklineforparents.org>

The TALK Line Family Support Center works to promote healthy families through a variety of programs, including a 24-hour crisis line, parent and child abuse counseling, a parent drop-in center, children's playroom, job assistance, and other family support services.

Tri-City Health Center Teen Clinic—Fremont

Phone: 510.770.8131 | Hotline: 510.770.8130

Web site: http://www.tri-cityhealth.org/services/teen_clinic.php

The Teen Clinic provides free or low-cost services to people 12 to 24 years of age that include birth control, emergency contraception, STD testing, prevention and treatment, rapid HIV testing, pregnancy testing and options, counseling, annual exams and pap smears, abstinence education and free condoms.

Women, Infants & Children Supplemental Nutrition Program (WIC)**WIC Office Locations****North Oakland (Telegraph Office)**

3600 Telegraph Avenue, Oakland, 94609 | Phone: 510.595.6400

East Oakland (Eastmont Mall)

7200 Bancroft, Suite 204, Oakland, 94605 | Phone: 510.595.6400

Hayward Office

24085 Amador Street, Hayward, 94544 | Phone: 510.595.6400

Fremont Office

39155 Liberty Street, Suite 840, Fremont, 94538 | Phone: 510.595.6400

Programs offering WIC Services**Axis Community Health**

1991 Santa Rita Road, Suite H, Pleasanton, 94566 | Phone: 925.462.2365

City of Berkeley

830 University Avenue, Berkeley, 94710 | Phone: 510.981.5360

East Oakland Health Center

7450 International Blvd., Oakland, 94621 | Phone: 510.613.2255

La Clinica de La Raza

2716 International Blvd., Oakland, 94601 | Phone: 510.535.4110

Native American Health Center, Inc.

2950 International Blvd., Oakland, 94601 | Phone: 510.434.5300

Tiburcio Vasquez Health Center, Inc.

32970 Alvarado Niles Rd., #760, Union City, 94587 | Phone: 510.471.5913

Tiburcio Vasquez Health Center, Inc.

39138 State Street, Fremont, 94538 | Phone: 510.471.5913

Tiburcio Vasquez Health Center, Inc.22331 Mission Blvd., 2nd Floor, Hayward, 94541 | Phone: 510.471.5913**Tiburcio Vasquez Health Center, Inc.**

50 East Lewelling Blvd., Rm. S-5, San Lorenzo, 94580 | Phone: 510.471.5913

West Oakland Health Center

700 Adeline Street, Oakland, 94607 | Phone: 510.302.3734

The Women, Infants & Children (WIC) program is a national nutrition education program that promotes healthy eating. WIC clients get nutritional advice, help with breastfeeding, referrals to other community services, and financial assistance to buy healthy food items such as milk, cheese, cereal, pure juice and eggs.

WIC serves pregnant and breastfeeding women and parents raising infants or children under the age of five years. Foster parents, guardians and single fathers who have custody of their children are also eligible. WIC clients are eligible for:

- Nutrition and health assessment from registered dietitians and trained nutrition workers
- Individual nutrition counseling and group classes
- Breastfeeding help, including access to a breastfeeding helpline, breastfeeding peer counselors and breast pumps
- Help getting health insurance and finding a doctor or dentist
- Reminders about immunizations and other important health information
- Referrals to other community programs that help families

PARENTING CLASSES

Several organizations offer parenting classes and education materials specifically for teens. A few include:

Brighter Beginnings

Phone: 510.437.8950

Black Infant Health Program

Phone: 510.618.1980

Bananas

Phone: 510.658.0381

Hayward Adult School

Phone: 510.293.8599

San Leandro Adult School

Phone: 510.667.6287

Summit Medical Center Healthy Infant Program

Phone: 510.208.1600

DENTAL SERVICES**Healthy Smiles Children's Dental Program—Oakland**

Phone: 510.208.5910

The Healthy Smiles Children's Dental Program is a dental treatment and insurance enrollment program for Alameda County children under age 18 with dental needs and no dental insurance. A child can be referred to the program by a Child Health & Disability Prevention (CHDP) medical provider, or through a school screening done by the Office of Dental Health.

This program focuses on eliminating dental pain, contributing to the school-readiness of uninsured Alameda County children by meeting their dental treatment needs, and enrolling families of eligible children into medical and dental insurance, including government-sponsored insurance programs such as Medi-Cal and Healthy Families.

Eastmont Dental Clinic—Oakland

Phone: 510.567.5770

Alameda County Medical Center (ACMC)**Highland Hospital—Oakland**

ACMC offers a drop-in dental and oral surgery clinic at Highland Hospital in Oakland. Services include:

- Emergency Dentistry (*temporary fillings, repair of crowns and bridges, palliative emergency treatment, pulpotomy*)

- Emergency Surgery (*for injuries and painful infections requiring immediate care*)
- Diagnostic/Preventative Care (*exam, x-rays, fluoride topical applications, sealants, cleanings and hygiene oral care*)
- Restorative Care (*fillings, removable and fixed prosthetics, root canals and periodontal maintenance*)
- Special needs dental care (*for individuals with developmental disabilities*)
- Cosmetic Dentistry (*teeth whitening*)

Denti-Cal—Sacramento

California Medi-Cal Dental Program

Phone: 1.800.423.0507

Patient Eligibility: 1.800.456.2387 | TTD: 1.800.735.2922

Web site: <http://www.denti-cal.ca.gov/WSI/Default.jsp?fname=Default>

Dental services are currently provided as one of the many benefits under the Medi-Cal program. Visit the Web site to access Medi-Cal dental program provider bulletins, manuals, regulations and various forms.

**DIRECTORY OF HOSPITALS
IN ALAMEDA COUNTY****Alameda Hospital**

2070 Clinton Avenue, Alameda, CA 94501 | Phone: 510.522.3700

Alta Bates Medical Center

2450 Ashby Avenue, Berkeley, CA 94705 | Phone: 510.204.4444

Children's Hospital747–52nd Street, Oakland, CA 94609 | Phone: 510.428.3000**Eden Medical Center**

20103 Lake Chabot Road, Castro Valley, CA 94546 | Phone: 510.537.1234

Fairmont Hospital

15400 Foothill Blvd., San Leandro, CA 94578 | Phone: 510.895.4200

Highland Hospital1411 East 31st Street, Oakland, CA 94602 | Phone: 510.437.4366**Laurel Grove Hospital**

19933 Lake Chabot Road, Castro Valley, CA 94546 | Phone: 510.537.1234

San Leandro Hospital13855 East 14th Street, San Leandro, CA 94578 | Phone: 510.357.6500**St. Rose Hospital**

27200 Calaroga Avenue, Hayward, CA 94545 | Phone: 510.264.4000

Summit Medical Center

350 Hawthorne Avenue, Oakland, CA, 94609 | Phone: 510.655.4000

Valley Memorial

1111 East Stanley Blvd., Livermore, CA 94550 | Phone: 925.373.4108

ValleyCare Health System

5555 West Las Positas Blvd., Pleasanton, CA 94588 | Phone: 925.847.3000

Washington Hospital

2000 Mowry Avenue, Fremont, CA 94538 | Phone: 510.797.1111

**DIRECTORY OF CLINICS
IN ALAMEDA COUNTY****Adult Medical Services - Hotel Oakland**275-14th Street, Oakland, CA 94612 | Phone: 510.986.8688**Alameda Health Center**

2111 Whitehall Place, #D, Alameda, CA 94501 | Phone: 510.522.0889

Albert J. Thomas Medical Clinic

10615 International Blvd., Oakland, CA 94603 | Phone: 510.568.9230

Asian Health Services

818 Webster Street, Oakland, CA 94607 | Phone: 510.986.6800

Berkeley Primary Care Access

2001 Dwight Way #1363, Berkeley, CA 94704 | Phone: 510.204.4666

Central Health Center470-27th Street, Oakland, CA 94612 | Phone: 510.271.4263**Chinese Academy**

1601 Clay Street, Oakland, CA 94612 | Phone: 510.763.7787

City of Berkeley Health Clinic

830 University Avenue, Berkeley, CA 94710 | Phone: 510.644.8471

Clinica Alta Vista

3022 International Blvd., Oakland, CA 94601 | Phone: 510.535.4230

East Oakland Health Center

7450 International Blvd., Oakland, CA 94621 | Phone: 510.430.9407

Eastmont Health Center

6955 Foothill Blvd., Oakland, CA 94605 | Phone: 510.577.5668

Fairmont Outpatient Clinic

15400 Foothill Blvd., San Leandro, CA 94578 | Phone: 510.667.7878

Winton Wellness Center24100 Amador Street, 2nd Floor, Hayward, CA 94544 | Phone: 510.670.5300**Highland Outpatient Clinic**1411 East 31st Street, Oakland, CA 94602 | Phone: 510.437.8505**La Clinica De La Raza**

1515 Fruitvale Avenue, Oakland, CA 94601 | Phone: 510.535.4000

Logan Health Center

James Logan HS 1800 H Street, Union City, CA 94587 | Phone: 510.471.2520

Native American Health Center3124 International Blvd., 2nd Floor, Oakland, CA 94601 | Phone: 510.535.4400**Newark Health Center**

6066 Civic Terrace Avenue, Newark, CA 94560 | Phone: 510.795.2414

Planned Parenthood

1866 B Street, Hayward, CA 94541 | Phone: 800.967.7526

Planned Parenthood

7200 Bancroft Avenue, #210, Oakland, CA 94605 | Phone: 800.967.7526

Planned Parenthood

482 West MacArthur Blvd., Oakland, CA 94609 | Phone: 800.967.7526

San Antonio Health Center

1030 International Blvd., Oakland, CA 94606 | Phone: 510.238.5400

Silva Pediatric Clinic

680 West Tennyson Road, Hayward, CA 94544 | Phone: 510.782.4470

Tiburcio Vasquez Health Center33255–9th Street, Union City, CA 94587 | Phone: 510.471.5880**Tri-City Health Center**

2299 Mowry Avenue #3B, Fremont, CA 94538 | Phone: 510.713.6685

Tri-City Health Center

39500 Liberty Street, Fremont, CA 94538 | Phone: 510.770.8040

Valley Community Health Center

4361 Railroad Avenue, Pleasanton, CA 94566 | Phone: 925.462.1755

Valley Community Health Center

3311 Pacific Avenue, Livermore, CA 94550 | Phone: 925.462.1755

West Berkeley Family Practice2031–6th Street, Berkeley, CA 94710 | Phone: 510.704.6000**West Oakland Health Center**

700 Adeline Street, Oakland, CA 94607 | Phone: 510.835.9610

William Byron Rumford

2960 Sacramento Street, Berkeley, CA 94702 | Phone: 510.549.3166

THIS SECTION LISTS resources for transitional housing placement programs, shared housing, information about renting an apartment, rental assistance programs, runaway assistance, and homeless/crisis shelters. Transitional housing programs usually serve youth 18 to 24, but some offer permanent housing. These programs serve former foster youth, probation youth, homeless youth, runaway youth, pregnant and parenting youth, and youth with mental health illnesses or other special needs. Most programs provide foster youth with supportive services including case management, educational and employment counseling, job development, academic counseling, life skills training, mental health services, tutoring and wellness workshops.

Transitional housing programs often have a wait list, so youth should apply for transitional housing at least six months to a year before their dismissal from dependency. It is also good to encourage youth to apply to multiple programs to increase the likelihood that they will be accepted into at least one program by the time of their dismissal from dependency. Each program has different requirements and the application process may vary slightly.

In addition, encourage your youth to follow up with the program regarding their status on the wait list. Once approval has been granted, CASAs should encourage the youth to obtain this confirmation in writing and provide a copy to the child welfare worker and attorney.

TRANSITIONAL HOUSING PLACEMENT PROGRAMS (THPP)

Bay Area Youth Centers (BAYC)**Real Alternatives for Adolescents (RAFA)—Hayward**Phone: 510.727.9401 | Web site: <http://www.bayareayouthcenters.org>

This transitional housing placement program (THPP) provides structured, supportive independent living for qualified youth ages 16 to 19. Participants live independently in apartments with regular assistance provided by a support team. As youth demonstrate increased capacity and skill level, support services gradually decrease as they transition to independent living.

RAFA provides youth with opportunities to practice living with a roommate, budgeting their money, paying bills, grocery shopping, increasing their time management skills, using public transportation, and accessing a range of resources in the community.

RAFA also offers mental health services and case management; individualized plans for acquiring life skills and emancipating into the community; quarterly emancipation meetings to review and enhance these plans; weekly community groups to support the experience of living independently; monthly life skills classes with focus on such topics as housing, money management, community resources, employment and college.

Application/Referral Process

Youth ages 16 to 19 and currently in foster care are eligible for transitional housing placement programs. In order to qualify for a THPP, youth must be active in an Independent Living Skills Program (ILSP) or be eligible to enroll. Youth are referred through their child welfare worker or an ILSP teacher before they turn 15½-years-old and can begin participation at 15½-years-old. Once referred, the youth must complete an application and participate in an interview.

Youth in Our Midst—Oakland

Phone: 510.689.7292

This THPP provides housing to youth 16 to 19 and services pregnant and parenting teens. To qualify, youth must be active in an Independent Living Skills Program, or be 15½-years-old, the age at which youth are eligible to enroll. Youth are referred through their child welfare worker or an ILSP teacher. Once referred, the youth must complete an application and participate in an interview.

TRANSITIONAL HOUSING PLACEMENT PLUS (THP-PLUS)

Adobe Services/ Formerly Project Independence—Fremont

Phone: 510.739.1945 Ext. 208

Adobe Services helps youth from 18 to 24, who have aged out of the foster care system, as well as probation youth and their children. It provides them with affordable housing and comprehensive supportive services. Youth live in subsidized apartments at scattered sites and participate in weekly comprehensive case management, education and vocational training, employment placement, financial literacy training, and mental and physical healthcare and addiction recovery programs. It provides youth with a stable foundation and adult support as they transition to independent adult life.

Foster youth must be employed before entering the program and be able to pay a deposit and one month's rent. All youth start the program by paying one third of their income towards rent, and then gradually increase the amount of rent they pay as they become more independent. The rental subsidy portion of the program lasts up to two years.

Bay Area Youth Centers (BAYC)—Supported Housing Program—Hayward

Phone: 510.727.9401 | Web site: <http://www.bayareayouthcenters.org>

The Supported Housing Program (SHP) provides affordable housing and comprehensive support services to former foster youth from 18 to 24 years of age. The two-year program helps bridge the gap between foster care and self-sustained independence through financial assistance, case management, educational and vocational supports, life skills training, and mental health services. SHP participants live in two-bedroom apartments scattered throughout the city of Hayward. Youth have the option of assuming the lease and remaining in their apartment at the conclusion of the program.

Beyond Emancipation—Oakland

Phone: 510.667.7694

This program offers supportive community housing for former foster youth. Residents receive life skills training and other support services as they progress towards independence. Rooms are usually shared, and men and women are housed in separate locations.

Beyond Emancipation also provides host housing to foster youth. This program pairs former foster youth with caring adults who can provide encouragement and helpful guidance as well as a place to live. If youth already have someone other than their biological parents that they like, trust and respect in their lives—for example, a caring adult or relative who can provide housing for the youth—give Beyond Emancipation a call. Youth and host share a monthly stipend to help cover costs.

Catholic Charities of the East Bay—Oakland

The CARE Collaborative

Phone: 510.768.3100

The CARE Collaborative provides case management, subsidized transitional housing, life skills education, and mental health counseling to assist emancipated foster youth to become self-sufficient adults. Services are offered to emancipated foster youth from the ages of 18 to 24 who are referred from Contra Costa and Alameda Counties.

First Place for Youth—Oakland

Phone: 510.272.0979 | Web site: <http://www.firstplaceforyouth.org>

First Place works to ensure that all foster youth have the opportunity to experience a safe, supported transition from foster care. Through its housing program, academic enrichment program, counseling, youth community center, collaboration with other Bay Area agencies, and community education, they help youth to gain the skills to live independently and succeed on their own.

First Place targets its services to youth 16 to 23 years of age who are preparing to age out of foster care, or who have recently aged out. Young people work in partnership with staff to develop individualized plans for success. Youth work on their education and employment goals, healthy relationships, effective communication, and community building.

Fred Finch Youth Center-Coolidge Court Apartments

Phone: 510.336.9250

Coolidge Court's program targets low-income young adults between the ages of 18 to 24 who are at risk for homelessness. The ultimate objective of the program is to help mentally disabled young adults, most of whom have "aged-out" of the foster care system, to remain independent and become self-sufficient. Many of these young adults have had difficulty making and keeping meaningful relationships with family and friends. At Coolidge Court, tenants learn to improve their interpersonal relationships through interaction with people from the community and fellow tenants.

Staff provide a stabilizing presence, respectfully monitoring tenant well-being and assisting tenants in seeking needed community resources, such as psychiatric, educational, or employment programs. Through independent living skills groups, on-site case management and vocational training, tenants get the support they need to maintain their independence, make healthy life decisions, and improve their comfort level and confidence in navigating the world around them.

Pivotal Point Youth Services

Phone: 510.667.7695 | Web site: <http://www.ppys.org>

Pivotal Point provides transitional housing for former foster youth through the THP+ program. They also assist with housing referrals and housing deposits based on availability of funding.

APARTMENTS

An apartment is one of many units in a building or a house that has one or more rooms, a kitchen and a bathroom. It is rented with monthly payments, and usually agreements are signed between the tenant and the landlord. In the Bay Area, an apartment may be referred to as a flat, which usually means one floor in a house that has been separated into apartments.

There are some benefits to living in your own apartment. These include the freedom to come and go as you want and to live independently without roommates. The drawbacks of living in your own apartment include that your rent will be much higher than if it is shared with others, and that if you are late on rent and utility bills you may be required to pay a penalty fee.

FINDING AN APARTMENT

There are many ways to look for an apartment, but one of the most convenient ways is to visit <http://sfbay.craigslist.org>. This Web site is updated regularly and has many options for searching for an apartment, such as sorting by area, price, and whether the landlord allows pets. You can also search for housing on community billboards in libraries, coffee shops, grocery stores, college campuses, and at other public venues. Your local newspaper also has regularly updated listings, so make sure to check these as well.

**PREPARING TO GET AN APARTMENT—
BUDGETING AND THE NECESSARY DOCUMENTS**

Before you fill out an application for an apartment, it's important to create a budget and accurately assess how much you can afford to spend. You don't want to get an apartment and then not be able to pay other bills because the rent is too high.

When you actually apply, some documents you may be asked to show include three personal references; a letter from your employer stating your length of employment and annual income for the last two years; a copy of your most recent pay stub; a letter of reference from your previous landlord or cancelled rent checks for the past two months; contact information of previous landlords; proof of legal residency such as a driver's license, a California State ID card, Social Security card or your birth certificate; your three most recent bank statements; and tax forms from the previous two years.

If you are receiving federal or state assistance, you may need to provide the following: copies of your three most recent benefits checks; applications for assistance programs; and a letter from a child welfare worker or attorney verifying your participation and eligibility for the welfare program.

APARTMENT APPLICATIONS

Submitting an application is the first step to getting an apartment. Make sure to bring the names and contact information for your references, landlords and employment history. Be prepared to pay a \$20 to \$30 application fee, so first make sure you actually want this apartment. The landlord may run a background and/or credit report, which may cost you another \$35 to \$50. Before signing the lease, thoroughly inspect the apartment, checking that all the lights, heat and all the appliances work. Also check for cracks and holes in the walls, floor damage, and that the locks work and the landlord has changed them since the last tenant left.

SIGNING THE LEASE

Once all necessary paperwork has been completed and you have thoroughly inspected the home, you will be ready to sign the lease. Make sure you understand the lease and highlight the sections you don't understand. Then ask the landlord, a friend or other adult in your life for clarification. Don't sign a contract that you don't understand.

Every lease should include the following information:

- Your name and the landlord's name
- The full address of the unit you will be renting
- The amount of rent due each month, when it is due and who and where you will pay
- The length of the lease term
- Whether you are allowed to sublet, which means you would rent to another person if you decide to move out early or share a unit
- Who is responsible for paying the gas, electricity, water, trash or other fees
- How many people, including children, are allowed to live in the unit
- Whether pets are allowed and if they require deposits
- The timeline of any pending repairs the landlord has agreed to make

PAYING FOR YOUR APARTMENT

Be prepared to pay the first and last month's rent and a deposit. Make sure you know the exact amount that will be due before you sign the lease. You don't

want to be in a situation where you have to start the process all over again because you can't come up with the funds. If you are ever in a situation where you can't pay the rent, don't give your landlord a check that will bounce. Just talk to your landlord to explain the problem. If you are a good tenant, your landlord will often agree to work with you. Also, know that your landlord must serve you a three-day eviction notice if you do not pay your rent on time. If you pay your rent within the three days, then you will not be required to move out.

NOTE: *HEY Guide: Housing—Practical Advice on How to Find and Keep Housing for Transitional Age and Former Foster Youth* is an excellent resource for foster youth and CASA volunteers. This guide lists information about apartments, Section 8 and public housing, on-campus housing, youth housing programs, emergency shelters, and resources. Visit <http://www.heysf.org/publications.html> for a copy of the guide.

RENTAL SUBSIDIES

LIST OF HOUSING AUTHORITIES

Alameda County Housing Authority—Section 8 and Low Rent—Hayward
Phone: 510.538.8876

Alameda Housing Authority—Section 8 and Low Rent
Phone: 510.747.4300 | Web site: <http://www.alamedahsg.org>

Berkeley Housing Authority—Section 8 and Low Rent
Phone: 510.981.5470 | Web site: <http://www.ci.berkeley.ca.us/citycouncil/housingauthority>

Dublin Housing Authority
Phone: 925.833.6650

Livermore Housing Authority
Phone: 925.447.3600

Oakland Housing Authority—Section 8 and Low Rent
Phone: 510.874.1500 | Web site: <http://www.oakha.org/home.html>

SECTION 8 AND PUBLIC HOUSING

ELIGIBILITY

Public housing is limited to low-income families and individuals. Your eligibility is based on: 1) annual gross income; 2) whether you qualify as elderly, a person with a disability, or as a family; and 3) U.S. citizenship or eligible immigration status. If you are eligible, the Housing Authority will check your references to make sure you and your family will be good tenants. The Housing Authority will deny admission to any applicant whose habits and practices may be expected to have a detrimental effect on other tenants or on the project's environment.

Youth can check their eligibility on <http://www.hud.gov/renting/phprog.cfm> or with the Public Housing Authorities listed above.

APPLICATION PROCESS

You will need to determine if the Public Housing Authority is taking applications. You can check their Web site or call them at one of the offices above and ask them. If they are taking applications, you should complete it, take it to the post office and send it certified mail.

Getting Personal Documents Ready

Below is a list of the some of the documents that you will need to determine eligibility:

- Birth certificate
- Birth certificates of your children, if applicable
- Social Security card
- Green card (for legal immigrants)
- Present address and telephone number
- Income verification, which includes bank statements, pay stubs and tax returns
- Names and addresses of employers, banks, and any other information the Housing Authority would need to verify your income and deductions, and to verify the composition of your family
- An estimate of your family's anticipated income for the next 12 months and the sources of that income
- A medical insurance card if you have medical insurance
- Names and addresses of your current and previous landlords for information about your family's suitability as a tenant

- A copy of your lease if you are currently renting
- A letter from emergency shelter or transitional housing stating that you are residing there, if applicable
- Documentation of your disability, if applicable
- Family characteristics (e.g., veteran) or circumstances (e.g., living in substandard housing) that might qualify the family for tenant selection preferences
- Names of all persons who would be living in the unit, their sex, date of birth and relationship to the family head

The Housing Authority may also visit you in your current home to interview you and your family members to see how you manage the upkeep of your home.

Notification of Eligibility

The Housing Authority will notify you by mail whether you are eligible. You may be determined ineligible, put on a waiting list, or receive a Housing Choice Voucher that allows you to start looking for a place of your own choosing or be offered a public housing unit.

Wait list

You can be removed from a wait list if you earn more money, get married, or your situation changes. If you move, be sure to update your contact information on your application or you will be removed from the wait list when the Housing Authority tries to contact you and is unable to get in touch with you.

Vouchers

If you receive a voucher, you will be responsible for finding your own apartment. Be sure to look only at apartments that accept Section 8 vouchers, and use the voucher before its expiration date or you will lose the funds on the voucher.

Public Housing Units

You can move in whenever the lease begins. Be sure to thoroughly inspect the apartment before moving in so you will not be held responsible for any damages that were not your fault.

Moving Out

Generally, a person can remain in Section 8 or Public Housing as long as their income qualifies them and they follow the program rules and their lease agree-

ment. If you earn more money, then you may not meet income qualifications anymore. You will have to look for another place, although you may be able to keep your place if you can pay the rent in full.

For additional resources offered through Section 8 or Public Housing authorities, please visit the following Web sites:

- <http://www.hud.gov/offices/pih/programs/hcv/fss.cfm>
- <http://www.hud.gov/offices/pih/programs/hcv/tenant.cfm>
- <http://www.hud.gov/offices/pih/programs/hcv/project.cfm>

RUNAWAY ASSISTANCE/ CRISIS SHELTERS FOR MINORS

If a youth wants to run away from his or her placement, encourage them to contact their child welfare to discuss their concerns. If they feel unfairly treated or believe their rights have been violated, he or she can file a complaint with the Alameda County Ombudsman, California States Ombudsman or Community Care Licensing.

Instead of going to a shelter, youth should talk to their child welfare worker first. The child welfare worker will be able to list other possible options for the youth, such as respite care, an emergency placement, or spending the night at the Assessment Center until an appropriate placement has been identified.

Shelters should be the last option for youth who wish to leave their placement. If youth cannot get in touch with their child welfare worker or any other agency worker, let them know that shelters will provide housing for a limited amount of time. Depending on where the youth resides, there may be some agencies in the area that can offer a place to stay overnight. Call the shelter and they will let you know what options may be available.

ALAMEDA COUNTY

DreamCatcher Youth Shelter (Program of Alameda Family Services)—Oakland Drop-in Center

Phone: 510.522.8363 | Shelter: 510.379.1114

Toll free: 1.800.379.1114 (to get into shelter)

Web site: <http://www.xanthos.org>

DreamCatcher is the only emergency shelter for youth ages 12 to 18 in Alameda County. It is a house in downtown Oakland that provides overnight shelter, laundry, showers, food, clothing, transportation, counseling and case

management services to youth who have run away from home, been thrown out of their homes, or who are living on the streets. All services are free and participation is voluntary. Although services are confidential, the center is legally mandated to contact guardians after the first 24 hours of shelter and cannot wait longer than 72 hours to make this contact.

Covenant House California—Oakland

Phone: 510.379.1010 | Web site: <http://www.covdove.org>

Covenant House California helps kids escape life on the dangerous streets, resolve their crisis situations, and develop goals and skills that ultimately lead toward self-sufficiency and independent living.

Crisis Shelter

The Crisis Shelter provides safe housing, food, clothing, case management, counseling, medical care, and other supportive services to assist homeless, at-risk youth. This program operates 24-hours daily throughout the year. Once in the shelter, youth are assigned a case manager with whom they develop an effective service plan with short- and long-term goals.

Transitional Housing

Covenant House also offers transitional housing at *Rights of Passage*, a six-bed program in Oakland that emphasizes the development of life skills that eventually allow youth to achieve and maintain an independent life in their own permanent housing. Youth learn to set goals, manage their time and money, take care of their health, improve their communication skills and relationships, and cook.

Health, Mental Health and Substance Abuse Services

Covenant House offers health services that include primary care medical exams, psychological and psychiatric services, and referrals to specialty care such as optometry and dentistry. Youth are provided important information on nutrition, STD/HIV prevention, and other issues related to maintaining healthy lifestyles. This includes helping youth address drug, alcohol and mental health issues that prevent them from achieving independence.

Education and Employment

The Employment Skills Program (ESP) provides comprehensive services that assist youth in gaining the educational and vocational skills and workplace values necessary for independent living. Programs offer educational assessment and assistance, computer skills training, GED preparation, and help with job hunting and job retention. An extensive internship program, employer's network and mentors provide youth with additional job opportunities.

Youth Emergency Assistance Hostel (YEAH)—Berkeley

Phone: 510.704.9867 | Web site: <http://www.yeah-berkeley.org>

YEAH is a program professionally directed and volunteer-powered that provides seasonal shelter for homeless youth in Berkeley. The program assists homeless people by providing relief from the stress of living on the street, creating a community of friendship and mutual support, and encouraging youth to identify personal goals and to explore alternatives to street life.

The YEAH hostel is open seven nights a week during the winter season. It is staffed each night by a trained supervisor and a team of volunteers. Youth are served breakfast, a big lunch and a hot dinner. They sleep on mats with fresh sheets laundered by the Berkeley-Albany YMCA. Clean socks and underwear are available. They have access to a shower nightly and are provided medical referrals and on-site therapy. Some of the youth at YEAH have been reunited with their families or moved into permanent housing.

SAN FRANCISCO COUNTY**Huckleberry House—San Francisco**

Phone: 415.621.2929 | Toll free: 1.800.735.2929 (TDD)

Web site: <http://www.huckleberryyouth.org/home.html>

Huckleberry House offers continuous 24-hour crisis services and emergency shelter to high-need youth from the ages of 11 to 17. Located on Page Street at Lyon in San Francisco, Huckleberry House has the distinction of being the oldest program for runaway and homeless youth in the country. They provide 24-hour crisis intervention and resolution services, reunite youth with their families, and help youth to identify healthy lifestyle alternatives and make positive decisions.

Diamond Youth Shelter—San Francisco

Phone: 415.567.1020

Web site: <http://www.larkinstreetyouth.org/programs/diamondyouthshelter.php>

The Diamond Youth Shelter is an emergency shelter for youth 12 to 17 years of age. It is considered temporary not because the kids will be returning to the street, but because staff helps them either reunite with their families or find an appropriate housing situation. They stabilize youth by providing a bed, food, new clothes, showers, laundry services, lockers and crisis counseling, and then encourage them to access other services at the Drop-In Center.

REFERRAL AGENCIES FOR HOMELESS SHELTERS

Berkeley Food and Housing Project: 510.649.4976

Berkeley Mental Health: 510.981.5290

Berkeley-Oakland Support Services: 510.848.3378

Eden I & R (Information and Resources): 510.537.2552 or 211

Henry Robinson Multi-Service Center: 510.419.1010

United Way Helpline: 1.800.273.6222

Women's Daytime Drop-In Center: 510.653.3808

Women's Refuge: 510.547.4663

RENTAL ASSISTANCE PROGRAMS

Alameda Point Collaborative: 510.749.0301

Building Opportunities for Self-Sufficiency (BOSS): 510.649.1930

Berkeley Housing Department: 510.981.5400

Catholic Charities: 510.768.3102

East Oakland Switchboard: 510.569.6369

ECHO Housing:

Hayward, San Leandro and Fremont: 510.581.9380

Livermore and Pleasanton: 925.449.7340

Oakland: 510.836.4826

La Familia Counseling Service: 510.785.8270

Native American Health Center: 510.535.4442

Oakland Independence Support Center: 510.465.2904

Operation Dignity: 510.844.0785

Tri-City Volunteers: 510.793.4583

Traveler’s Aid Society: 510.444.6834

HOMELESS SHELTERS FOR YOUTH AGES 18 AND OLDER

A Safe Place—Oakland

Phone: 510.536.7233

Eligibility: Battered women, single or with children (boys under 17)

Aasra-Federation of Indo-American—Fremont

Phone: 1.800.313.2772

Eligibility: Battered women, single or with children

Bay Area Rescue Mission Family Shelter—Richmond

Phone: 510.215.4860

Eligibility: Single women or married couples with or without children

Bay Area Rescue Mission Men’s Shelter—Richmond

Phone: 510.215.4860

Eligibility: Single men only, first-come first-served

Berkeley Food and Housing Project—Berkeley

Phone: 510.649.4976

Eligibility: Single women or women with children (boys under 12)

Berkeley Food and Housing Project

Phone: 510.649.4980

Eligibility: Single men only

BOSS (Mr. Davis Oakland Homeless Project)—Oakland

Phone: 510.465.0882

Eligibility: Single men or women; mentally disabled and alcohol/drug problems. Referral or proof of diagnosis required

BOSS Multi-Service Center—Berkeley

Phone: 510.843.3700

Eligibility: Single women, men or couples with children

BOSS South County Homeless Project—Hayward

Phone: 510.732.5956

Eligibility: Mentally disabled or dual diagnosis single men or women

Building Futures with Women & Children—San Leandro

Phone: 1.866.292.9688

Eligibility: Single women or women with children (boys under 10)

Center for Independent Living—Berkeley

Phone: 510.841.4776

Eligibility: Persons with disabilities

City Team—Oakland

Phone: 510.452.3758

Eligibility: Single men only, first come first served

Dorothy Day House

Catholic Worker of Berkeley

Phone: 510.466.5553

Eligibility: Men only

East Oakland Community Project—Oakland

Phone: 510.532.3211

Eligibility: Single men or women, space reserved for those with General Assistance or persons with HIV/AIDS

Emergency Shelter Program, Inc.—Hayward

Phone: 510.581.5626 | Hotline: 510.786.1246

Eligibility: Families with children who have suffered from domestic violence and or homelessness

Family Crisis Center—Livermore

Phone: 510.449.1664

Eligibility: Residents of the Livermore, Pleasanton, Dublin, and Sunol areas. Shelter is provided for up to 60 days

Family Emergency Shelter Coalition (FESCO)—Hayward

Phone: 510.886.5473

Eligibility: Families with children

Human Outreach Agency—Hayward

Phone: 510.582.1172

Eligibility: Single men only

Oakland Community Housing/Shelter Housing Inc.

Phone: 510.444.1414

Eligibility: Offers transitional housing at a low-income residential hotel

Salvation Army—Oakland

Phone: 510.437.9437

Eligibility: Single women, men or couples with children

SAVE—Fremont

Phone: 510.794.6055

Eligibility: Battered women only, single or with children

Second Chance—Newark

Phone: 510.792.4357

Eligibility: Single women, men or couples, or with children (boys under 10)

Sheppard's Gate—Livermore

Phone: 925.443.4283

Eligibility: Single women or women with children (boys under 10)

Sister Me Home—San Leandro

Phone: 1.866.292.9688

Eligibility: Battered women, single or with children

Tri-Cities Homeless Coalition—Fremont

Phone: 510.252.0910

Eligibility: Single women, men, or couples, or with children

THIS SECTION INCLUDES information about obtaining a green card, assistance with immigration for foster youth, and immigration resources. The youth's child welfare worker and/or attorney should assist with any immigration issues that may arise. If the team encounters challenges or needs additional assistance, it should seek support through organizations that offer support with immigration issues. CASAs should work collaboratively with the team to address issues and determine ways to support foster youth through this process.

GREEN CARDS

If you are not a U.S. citizen and are in foster care, you may be able to apply for a green card and perhaps eventually become a citizen. If you are not a citizen, be sure to tell your child welfare worker and attorney. They can complete the forms for you to obtain your green card, or you can contact the State Ombudsman's Office for assistance.

WHAT IS A "GREEN CARD"?

A "green card" is a permanent resident card, which is an ID card issued by the U.S. government. (The card is not actually green; "green card" is just a commonly-used nickname). If you have a green card, you are a lawful permanent resident, which means you are an immigrant who can legally work and live in the United States. Even with a green card, however, you do not have all the same protections and access to benefits as a U.S. citizen.

DO I NEED A GREEN CARD?

If you are not a U.S. citizen, you need a green card. The most important reason to become a lawful resident of the U.S. is that without a green card, you may be deported. Deported people are sent to their home countries and cannot return to the U.S. for at least 10 years.

WHAT CAN I DO WITH A GREEN CARD?

Work legally; receive financial aid for college; access certain types of government benefits; obtain a driver's license or identification card (not valid in all states); travel outside the country; and apply for U.S. citizenship after five years.

HOW LONG WILL IT TAKE TO GET MY GREEN CARD?

Every case is different, but since Special Immigrant Juvenile Status (SIJS) requires several steps, you can plan on the process taking one to two years before the immigration agency reaches a decision. There may be additional delays after you are approved and before your green card is issued. However, once you have an application pending with the U.S. Citizenship and Immigration Services, you should be safe from being deported until a decision about your application has been made.

Can I leave foster care while I'm waiting?

No. Even if you feel that it is time for you to be on your own, while your application is pending, you **must** remain in foster care. If you are unhappy in your current foster care situation, speak to your child welfare worker or attorney to see if something can be done. Do not, however, go “AWOL,” which means leave foster care without permission. Doing so will jeopardize your application, and you will almost certainly be denied a green card.

CAN MY CHILD WELFARE WORKER HELP ME WITH MY LEGAL IMMIGRATION STATUS?

Yes. The two most important things your child welfare worker can do are:

- Help you to collect the documents (such as your birth certificate, passport and other official identification papers) you will need to submit with your application for a green card, and;
- Supply the fees required for the application.

IMMIGRATION RESOURCES

Bay Area Immigrant Rights Coalition (BAIRC)—Oakland

Phone: 510.839.7598 | Web site: <http://www.immigrantrights.org>

BAIRC is a broad-based coalition of individuals and organizations working to improve the lives of immigrants. They do this by forging strong working relationships between member organizations, advocating for public policies that are just, raising public awareness about the rights and living conditions of immigrants, and increasing the ability of member organizations to address immigrant issues.

Catholic Charities of the East Bay—Oakland

Phone: 510.768.3100 | Web site: <http://www.cceb.org>

Catholic Charities services people in need who reside in the East Bay. These include the elderly, the hungry and the homeless, families and children, immigrants and refugees, the unemployed and underemployed, people with HIV/AIDS, victims of violence, and at-risk youth.

Central American Resource Center (CARECEN)—San Francisco

Phone: 415.642.4400 | Web site: <http://www.carecensf.org/en>

CARECEN is an immigrant family wellness and empowerment organization whose mission is to create long-term positive change in the Latino and immigrant communities in San Francisco and the Bay Area. Their legal staff processes cases and provides in-person and telephone counseling on immigration legal matters. They also specialize in deportation cases involving unaccompanied, undocumented minors, and case processing and counseling support services that include help with citizenship and naturalization, temporary protected status and employment authorization documents.

Centro Legal de la Raza—Oakland

Phone: 510.437.1554 | Web site: <http://www.centrolegal.org>

Centro Legal's services provide counsel and advice, referrals and representation to 6,000 individuals and families each year. Services are provided through regular clinics and with the support of staff attorneys, more than 25 attorneys providing voluntary services, and numerous volunteer law students and college students. Special emphasis is placed on issues of housing, immigration, employment, family law and consumer protection.

Immigrant Legal Resource Center (ILRC)—San Francisco

Phone: 415.255.9499 | Web site: <http://www.ilrc.org>

The Immigrant Legal Resource Center (ILRC) is a national non-profit resource center that provides legal training, educational materials, and advocacy to advance immigrant rights. The ILRC works with and educates immigrants, community organizations, and the legal sector to continue to build a democratic society that values diversity and the rights of all people.

International Institute of the East Bay (IIEB)—Oakland

Phone: 510.451.2846 | Web site: <http://www.iieb.org>

IIEB is a resource for immigrants and refugees that offers free and low-cost services for case management, employment and training, domestic violence, community education, and legal issues.

National Network for Immigrant and Refugee Rights—Oakland

Phone: 510.465.1984 | Web site: <http://www.nnirr.org>

The National Network for Immigrant and Refugee Rights (NNIRR) is a national organization composed of local coalitions and immigrant, refugee, community, religious, civil rights and labor organizations and activists. It serves as a forum to share information, educate communities and the general public, and develop plans of action on important immigrant and refugee issues.

Spanish Speaking Citizens Foundation—Oakland

Phone: 510.261.7839 | Web site: <http://www.sscf.org>

This foundation’s vision is to contribute to a sustainable and vibrant Spanish speaking community in which people live in harmony with quality educational, recreational and employment opportunities available to all. Specific services include:

- Educational and workforce development services that help youth and adults become community and civic leaders.
- Helping immigrant families and youth integrate into society and navigate the process of becoming responsible, productive U.S. citizens.
- Providing information and referral services that assist families and youth in securing government and community programs, services and resources that enrich their lives.

U.S. Citizenship and Immigration Services

Toll free: 1.800.375.5283 | TDD: 1.800.767.1833

Web site: <http://www.uscis.gov/portal/site/uscis>

THIS SECTION INCLUDES a list of agencies that address ways for foster youth to file complaints and learn about resources for legal assistance and advocacy organizations. Although it is a CASA’s role to advocate for their assigned youth, it is also important for volunteers to teach youth how to self-advocate so they can confidently and capably fend for themselves once they emancipate. Volunteers should also encourage youth to seek support from other adults such as teachers, counselors, foster parents, child welfare workers and attorneys. CASAs should teach their youth the following regarding self-advocacy:

Essential Self-Advocacy Knowledge and Skills

- Learn Your Rights and Responsibilities
- Learn and Understand the System
- Research Topics
- Don’t Assume Anything
- Ask Questions
- Document Conversations
- Know Timelines for Filing Complaints
- Keep Records of **All** Documentation
- Know Your Rights About the Appeal Process
- Ask for Support

If youth are in need of legal assistance while they are dependents, they should contact their attorney. If youth have been dismissed from dependency, they should seek support from an organization that provides legal assistance services. Youth may be faced with misdemeanors stemming from unpaid parking tickets to more serious problems such as lawsuits in which they often need legal assistance. These organizations exist to protect the rights of people, so encourage youth to contact them if their rights have been violated or if they need assistance regarding a legal matter.

RESOURCES

American Civil Liberties Union (ACLU) of Northern California—San Francisco

Phone: 415.621.2488 | Web site: <http://www.aclu.org>

ACLU offers support and advocacy for individuals who have been victims of many sorts of discrimination. It has a long history of working to preserve individual rights and liberties as outlined in the U.S. Constitution.

AIDS Legal Referral Panel (ALRP)

San Francisco Office—Phone: 415.701.1100

Oakland Office—Phone: 510.451.5353

Web site: <http://www.alrp.org>

ALRP is the only institution in the San Francisco Bay Area whose entire mission is dedicated to providing free and low-cost legal assistance and education on virtually any civil matter to persons living with HIV/AIDS. This includes such widely disparate areas as housing, employment, insurance, confidentiality matters, family law, credit, government benefits, and public accommodations. This is accomplished through either direct representation of clients by ALRP's in-house attorneys or by careful placement of clients with an appropriate outside attorney who offers free or low-cost services for this population.

Alameda County Bar Association—Oakland

Phone: 510.302.2222 | Web site: <http://www.acbanet.org>

The Alameda County Bar Association's Volunteer Legal Services Corporation (VLSC) provides free legal assistance to low-income residents in Alameda County for certain non-criminal legal issues. Volunteer attorneys provide all the legal work for no charge.

Alameda County California Youth Connection—Oakland

Independent Living Skills Program (ILSP) | Phone: 510.667.7696

Web site: <http://www.calyouthconn.org>

Promotes participation of foster youth in policy development and legislative change to improve the foster care system and strives to improve social work practices and child welfare policy.

Bay Area Legal Aid (BALA)—Oakland (Serves entire Bay Area)

Phone: 510.663.4744 | Web site: <http://www.baylegal.org>

Bay Area Legal Aid is the largest provider of free civil legal services in the Bay Area. Seven regional offices work together to provide high quality legal assistance to low-income people regardless of their location, language or disability. They assist people in the areas of housing, public benefits, health access and domestic violence.

Berkeley Rent Stabilization Board

Phone: 510.981.7368 | TDD: 510.981.6903

Rent Board staff provide information and counseling to landlords and tenants, calculate and certify individual rent ceilings, conduct administrative hearings and issue decisions on landlord and tenant rent adjustment petitions, collect registration fees, and maintain a database of registered rental units.

California Council on the Blind (CCB)—Sacramento

Toll-Free in California: 1.800.221.6359 | Outside California: 916.441.2100

Web site: <http://www.ccbnet.org>

As a statewide membership organization, CCB's mission is to increase the independence, security, equality of opportunity and quality of life for all Californians who are blind and visually impaired. Through CCB's offices in the Bay Area, Sacramento and Los Angeles, and its 40 local chapters and statewide special interest associations, the Council provides information and referrals, technical assistance, advocacy, leadership development, publications, emergency funds, accessible technology loans and scholarships.

California Department of Consumer Affairs—Sacramento

Phone: 1.800.952.5210 | Web site: <http://www.dca.ca.gov>

This state department provides information about many topics of interest to California consumers including renting, resolving issues, refunds of security deposits, terminations and evictions, and the eviction process. For more information, order the following guide: *California Tenants: A Guide To Residential Tenants' and Landlords' Rights and Responsibilities.* To order, call 1.866.320.8652 or 1.800.952.5210, or download it as a PDF file at the Web site listed above in the Landlord/Tenant section.

Californians for Justice—Oakland

Phone: 510.452.2728 | Web site: http://www.caljustice.org/cfj_live/index.php

Californians for Justice (CFJ) is a statewide grassroots organization that works for racial justice by building the power of communities that have been pushed to the margins of the political process. They organize youth, immigrants, low-income people, and communities of color to improve their social, economic and political conditions.

California Legislature

Web site: <http://www.leginfo.ca.gov/yourleg.html>

Enter a California zip code to find what legislators represent that area.

California Senate

Web site: <http://www.sen.ca.gov/~newsen/senators/senators.htm>

Go to “Your Senator” to find Your California State Legislative Representatives.

California Youth Connection (CYC)—Oakland

Independent Living Skills Program (ILSP)

Phone: 510.667.7696 | Web site: <http://www.calyouthconn.org>

California Youth Connection Statewide Office—San Francisco

Phone: 415.442.5060 | Toll free: 1.800.397.8236

California Youth Connection (CYC) is a statewide foster youth empowerment and advocacy organization that is guided, focused and driven by current and former foster youth, ages 14 to 24. With 23 chapters and over 450 members statewide, CYC is a microcosm of California’s foster care youth. Members are foster youth from every lifestyle with every foster care experience represented: long-term foster care, guardianship, adoption, youth with children, youth receiving mental health services, youth in the juvenile justice system, and more.

Its philosophy is that foster youth, as recipients of child welfare services, are the leading experts in the child welfare field and must have input in the decisions made about the foster care system. In accordance with the CYC philosophy, CYC members participate in every aspect of leadership and decision-making within the organization.

The foundation of CYC are local chapters, which are county-based and are youth-run enterprises, in which youth call the meetings, set the agenda, take notes, and carry out every function of the chapter.

What are the benefits of being a CYC Member?

- Meet other amazing foster youth
- Create changes in your local County’s foster care system
- Speak to the people that make the rules and regulations regarding your stay in foster care
- Travel around California

What do CYC Members do?

- Attend meetings at both the local and statewide level

- Identify a problem as their specific local issue and work collaboratively for change
- Participate in committees and workgroups, such as the Legislative Committee and Advisory Board

Central American Resource Center (CARECEN)—San Francisco

Phone: 415.642.4400 | Web Site: <http://www.carecensf.org>

CARECEN serves as a bridge to self-empowerment for Latino immigrant communities in Northern California. Their services address the legal, health, educational, social and economic needs and rights of this population.

Centro Legal de la Raza—Oakland

Phone: 510.437.1554 | Web site: <http://www.centrolegal.org>

Centro Legal’s core legal services provide professional legal counsel and advice, referrals, brief services and representation to 6,000 individuals and families each year. Services are provided through regular clinics by attorneys, volunteer law students, and college students that focus on housing, immigration, employment, family law and consumer protection.

Disability Rights Advocates—Berkeley

Phone: 510.665.8644 | TDD: 510.665.8716

Web site: <http://www.draregal.org>

Disability Rights Advocates (DRA) is a non-profit law firm dedicated to securing the civil rights of people with disabilities through high-impact litigation, research and education. They do not charge clients for services.

Disability Rights and Education Defense Fund (DREDF)—Berkeley

Toll Free: 1.800.348.4232 | Phone: 510.644.2555

Web site: <http://www.dredf.org>

DREDF provides assistance to people with disabilities through legal advocacy, training, education, and public policy and legislative development.

East Bay Community Law Center—Berkeley

Phone: 510.548.4040 | Web site: <http://www.ebclc.org>

EBCLC provides legal services to the low-income community in the areas of housing, welfare, HIV and health, homelessness and economic development. It also offers hands-on clinical education to law students to increase their awareness of the needs of indigent communities. Since its founding in 1988

by law students at UC Berkeley's Boalt Hall School of Law, EBCLC has become the largest provider of free legal services in the East Bay and a nationally-recognized poverty law clinic.

Eden Council for Hope and Opportunity (ECHO)

Hayward Administrative Offices

Phone: 510.581.9380 | Toll free: 1.888.887.ECHO

Web site: <http://www.echofairhousing.org>

Fair Housing Services & Tenant/Landlord Counseling—Oakland Office

Phone: 510.496.0496 | Toll free: 1.888.922.ECHO

Oakland and Alameda Office—Landlord/Tenant Counseling

Phone: 510.836.4826

Livermore Office

Phone: 925.449.7340

ECHO's SERVICES

Fair Housing Counseling and Education

Hayward, Livermore, Oakland and Palo Alto offices

ECHO's Fair Housing Counseling Program conducts site investigations and enforcement in response to reports of housing discrimination complaints, and provides fair housing education for members of the housing industry including managers, owners and realtors. ECHO staff serves Southern Alameda County, Cupertino, Los Altos, Menlo Park, Redwood City and Palo Alto.

Shared Housing Counseling Placement—Livermore office

ECHO's shared housing services, offered to all residents of Livermore and Pleasanton, include referral and matching services, counseling on shared living, and educational workshops on shared living.

Tenant/Landlord Counseling and Mediation—Hayward, Livermore and Oakland offices

ECHO's Tenant/Landlord Counseling Program provides information to tenants and landlords in Southern Alameda County on their housing rights and responsibilities and has trained mediators who assist in resolving housing disputes. The primary objectives of the program are to build awareness of housing laws and prevent homelessness.

Homeseeking—Livermore office

ECHO's homeseeking services, offered to all residents of Livermore and

Pleasanton, include information and referrals to available housing, and counseling about the homeseeking process.

Rental Assistance Program (RAP)—Hayward, Livermore, and Oakland offices

ECHO's Rental Assistance Program assists unincorporated Alameda County, Dublin, Fremont, Hayward, Livermore, Oakland, Pleasanton and San Leandro residents with move-in costs or delinquent rent due to a temporary financial setback. The RAP program helps by arranging a guaranteed repayment contract between the tenant and the landlord.

Rent/Deposit Program—Hayward and Oakland offices

ECHO staff processes grant applications for Alameda County clients who meet their eligibility requirements and have three-day notices or need move-in funds.

Environmental Prevention in Communities (EPIC)—Oakland

Phone: 510.251.1619 | Web site: <http://youthepic.org>

EPIC strives to train youth 15 to 20 years of age to advocate for the reduction of alcohol and drug abuse in their communities. Youth receive training and gain valuable skills in leadership, research, facilitation, team building, research and other job skills. In the process, they contribute to healthier youth, families and neighborhoods in Oakland.

Family Violence Law Center (FVLC)—Oakland

Phone: 510.208.0220 | Crisis Line: 510.208.0255

Web site: <http://www.fvlc.org>

FVLC provides family law services in English and Spanish for domestic violence victims in Alameda County and also gives referrals for legal services in other jurisdictions. They also assist victims who speak any other language through a confidential interpreter program. All FVLC legal services are offered on a sliding scale, based on a client's income. No one will be turned away for a lack of funds. Specific services include help with civil restraining orders, child custody, visitation, support and divorce.

Foster Youth Alliance (FYA)—Oakland

Phone: 510.452.7400 | Web site: <http://www.fosteryouthalliance.org>

A coalition of youth, service providers and community organizations, Foster Youth Alliance is dedicated to helping foster youth transition to adulthood.

FYA works to:

- **Advocate:** Promote policies that increase resources for transitioning foster youth.
- **Convene:** Facilitate communication between agencies and provide training and networking opportunities for service providers.
- **Inform:** Provide important information throughout the community about the challenges foster youth face during and after emancipation, along with technical assistance to other communities seeking a model for collaboration.

Homeless Action Center—Berkeley Office

Phone: 510.540.0878 | Web site: <http://homelessactioncenter.org>

Oakland Office

Phone: 510.836.3260 Ext. 301

The Homeless Action Center (HAC) provides free public benefits advocacy to people who are homeless and mentally ill in Alameda County. In addition to helping clients obtain sustainable income and health insurance, HAC also works to reduce the harms associated with a lack of housing and healthcare.

The Homeless Action Center provides free legal assistance with public benefits programs that include Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Medi-Cal, CalWORKS, General Assistance (GA), Food Stamps, and Cash Assistance Programs for Immigrants (CAPI). They also provide informal advice and referrals for legal issues that are not related to benefits.

All low-income, disabled residents of Alameda County are eligible for HAC’s services. HAC represents individuals from a variety of backgrounds, including Cambodian refugees, previously incarcerated individuals, **children in foster care**, survivors of domestic violence, and homeless veterans.

Honoring Emancipated Youth (HEY)—San Francisco

Phone: 415.808.4497 | Web site: <http://www.heyf.org>

HEY’s vision is for all foster youth transitioning into adulthood to navigate the resources that impact their lives so they develop a community that provides the support they need to fulfill their dreams. Participants must be former foster youth from the Bay Area from 18 to 24 years of age.

HEY program requirements and learning opportunities include serving for an 11-month term with a time commitment of 10 hours per week; serving on HEY’s Board of Directors; public speaking opportunities; training and

experience in facilitating meetings and decision making; and learning about the legislative process, especially as it impacts the lives of current and former foster youth.

Do you get paid?

Yes! Youth start at \$11.50 per hour for four months, get a raise to \$12.50 per hour for the next three months, and then another raise to \$13.50 per hour for the last four months.

Housing Rights—Berkeley

Phone: 510.548.8776 | Web site: <http://www.housingrights.org>

Housing Rights helps people exercise their housing rights and responsibilities through counseling/advocacy, education, outreach, investigation, mediation, self-advocacy, legal referrals, and enforcement of fair housing laws.

Law Center for Families (LCFF)—Oakland

Phone: 510.451.9261 | Web site: <http://www.lcff.org>

The Law Center for Families (LCFF) provides legal services for low-income families and individuals in Alameda County that include individual representation, advice, referrals and community education. Specific areas covered include housing rights, family law/domestic violence, consumer law, economic support/public benefits, and language access. They also work toward accomplishing systemic change through impact litigation and legislative advocacy.

Mental Health Advocates—Oakland

Phone: 510.835.5010 | Web site: <http://www.mhaac.org>

Mental Health Advocates is a program of the Mental Health Association of Alameda County (MHAAC) that works to improve care for persons who have a serious mental illness and their family caregivers. They engage in two broad kinds of activities, which are providing direct assistance to persons with mental illness and their families, and advocating for improved public policy and educating the public about mental illness.

MISSEY—Oakland (Serving sexually exploited youth)

Phone: 510.267.8840 | Hotline: 510.290.6450 (24 hour on-call)
On-Call Number: 510.207.8744 | Web site: <http://www.missey.org>

Motivating, Inspiring, Supporting and Serving Sexually Exploited Youth (MISSEY) was created to respond to the complex needs of sexually exploited

children and youth. MISSEY specializes in working with youth who are child and teen prostitutes. They have a range of therapeutic programs to help these exploited young people recover from their abuse and redirect their lives in positive directions. They also provide after-hours on-call advocacy for sexually exploited minors.

National Alliance on Mental Illness (NAMI)—Sacramento

Phone: 916.567.0163 | Information Helpline: 1.800.950.NAMI (6264)
 Web site: <http://www.nami.org>

NAMI advocates for all persons affected by mental illness to help them to receive the services that they need in a timely fashion.

National Center for Victims of Crime—Washington, D.C.

Phone: 202.467.8700 | Web site: <http://www.ncvc.org/ncvc/Main.aspx>

Working with local, state and federal partners, the National Center for Victims of Crime provides services that include providing resources to victims of crime across the country; advocating for laws and public policies for crime victims; and delivering training and technical assistance to victim service organizations, counselors, attorneys, criminal justice agencies, and allied professionals serving victims of crime.

National Center for Youth Law (NCYL)—Oakland

Phone: 510.835.8098 | Web site: <http://www.youthlaw.org>

NCYL fights in court on behalf of low-income children and promotes programs, laws and public policies that serve their best interests. NCYL has played a critical role in improving the quality of foster care across the country, and in keeping at-risk youth out of juvenile prisons by helping them to become self-sufficient adults.

Ombudsperson’s Offices

Alameda County Foster Care Ombudsman—Oakland

Alameda County Social Services Agency
 Phone: 510.268.2365 | Toll-free Number: 1.877.846.1692

California Department of Social Services—Sacramento

California State Ombudsman for Foster Care
 Phone: 916.651.6560 | Toll Free: 1.877.846.1602
 Web site: <http://www.fosteryouthhelp.ca.gov>

The Office of the Foster Care Ombudsman was established by legislation, California Senate Bill 933 (Chapter 311/Statutes of 1998) and has been mandated to do the following:

- Ensure that the voice of foster children and youth is heard, and act on their behalf.
- Create an avenue for foster children and youth to file complaints regarding their placement, care and services without fear of retribution.
- Act as an independent forum for the investigation and resolution of complaints.
- Provide children and youth with information on their rights when placed in foster care.
- Maintain a toll-free telephone number which foster children and youth may call from anywhere in California to express their concerns and complaints.

Protection and Advocacy (PAI)—Oakland

Phone: 510.267.1200 | Web site: <http://pai-ca.org/index.htm>

PAI provides people with disabilities with a wide range of services that include obtaining Supplemental Security Income (SSI), In-Home Supportive Services (IHSS), Medi-Cal and California Children’s Services (CCS); overcoming discrimination in housing, transportation, employment, and access to public and private programs and services; confronting abuse, neglect, and rights violations in an institution; helping with basic rights for privacy, dignity and special education rights; independent living skills; mental health counseling; and access to high tech communication devices and power wheelchairs.

Sexually Abused and Commercially Exploited Youth Program (Safe Place Alternative)—San Leandro

Interagency Children’s Policy Council
 Phone: 510.618.3457 | On-Call Number: 510.290.6450

This program addresses the needs of sexually abused and commercially exploited youth through advocacy, assessment, education and referrals to helpful services. They run a drop-in transition and recovery center for sexually exploited children and youth in the City of Oakland.

Youth ALIVE—Oakland

Phone: 510.594.2588 Ext. 300 | Web site: <http://www.youthalive.org>

Teens on Target, a Youth Alive program, trains high school students and young adults—called Peer Educators—from neighborhoods with high levels of violence to present interactive violence prevention workshops for middle and high school students. Peer educators also work with community leaders and

policy makers to develop solutions to violence. Participants undergo an extensive 12-week after-school training program and receive a monthly stipend.

Youth in Focus—Oakland

Phone: 510.251.9800 | Web site: <http://www.youthinfocus.net>

Youth in Focus educates underrepresented youth and adult partners in youth-led action research, evaluation and planning to create the conditions for social justice.

LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, INTERSEX AND QUESTIONING (LGBTQIQ) YOUTH PROGRAMS/SUPPORT

Lamda Youth Group/Project Eden—Hayward

Phone: 510.247.8200 | Web site: <http://www.gayprom.org>

LAMDA is committed to serving the needs of lesbian, gay, transgender, and questioning youth as well as their friends and families. They provide social activities, support groups and youth advocacy.

The Lighthouse Community Center—Hayward

Phone: 510.881.8167 | Web site: <http://www.lgbtlighthouse.com>

The Lighthouse Community Center serves the lesbian, gay, bisexual, transgender community of Southern Alameda County. Their goal is to provide a safe and substance-free meeting place with social, informational and community awareness programs for the entire LGBT community regardless of age, race or religion.

National Center for Lesbian Rights—San Francisco

Phone: 415.392.6257 | Web site: <http://www.nclrights.org>

NCLR is a non-profit, public interest law firm that works for the LGBT community through community education, by litigating precedent-setting cases at the trial and appellate court levels, and by providing free legal assistance to LGBT people and their legal advocates.

Pacific Center for Human Growth—Berkeley

Phone: 510.548.8283 | Web site: <http://www.pacificcenter.org>

Through professional counseling, groups, community events and advocacy, Pacific Center works to foster and enhance the well-being and self-respect of lesbian, gay, bisexual and transgender individuals. Their programs include

mental health counseling, HIV services and support, youth development, and peer-based education and support. Pacific Center works hard to foster and enhance the well being and self-respect of the LGBT community.

Sexual Minority Alliance of Alameda County (SMAAC)—Oakland

Phone: 510.834.9578 | Web site: <http://71.18.234.3/index.html>

SMAAC Youth Center is a multi-service non-profit agency serving lesbian, gay, bisexual, transgender, questioning, and intersex youth and young adults. They provide social activities, support groups and transgender services.

Transgender Law Center—San Francisco

Phone: 415.865.0176 | Web site: <http://www.transgenderlawcenter.org>

The Transgender Law Center (TLC) is a civil rights organization that supports and advocates for the legal needs and rights of transgender persons. They provide direct legal services, public policy advocacy, and educational opportunities to advance the rights and safety of diverse transgender communities.

IMPORTANT PHONE NUMBERS

Alameda Rent Review Advisory Committee

(For rent increases in City of Alameda)

Phone: 510.749.5800 | Web site: http://www.alamedahousing.com/hsg_asst.html#rentreview

California Department of Fair Employment & Housing

(For filing discrimination complaints)

Phone: 1.800.233.3212 | Web site: <http://www.dfeh.ca.gov/complaints/Default.aspx>

City of Oakland Housing Inspections

(For habitability violations in Oakland)

Phone: 510.238.3381

City of Alameda Housing Inspections

(For habitability violations in Alameda)

Phone: 510.748.4564

Eden Information & Referral 211

(Landlord-Tenant Issues)

Phone: 211 | Web site: <http://www.edenir.org>

Eviction Defense Center

Phone: 510.452.4541

Oakland Rent Arbitration Board

(For rent increases in Oakland)

Phone: 510.238.3721 | Web site: <http://www.oaklandnet.com/government/hcd/rentboard/index.html>**Small Claims Court**

(Free advice for small claims)

Phone: 510.272.1393 | Web site: <http://www.alameda.courts.ca.gov/courts/divs/small/index.shtml>**U.S. Department of Housing and Urban Development**

(For filing discrimination complaints)

Phone: 1.800.347.3739 | Web site: <http://www.hud.gov>**Vector Control**

(Inspections for rats, roaches and other vermin)

Phone: 510.567.6800 | Web site: <http://www.acvcsd.org>

THIS SECTION INCLUDES resources for child care, disability services, and financial and food assistance. CASAs can assist youth in applying for these services, but the key word is **assist**. It is important to teach youth how to be self-sufficient so they feel confident in completing these applications on their own. Youth sometimes procrastinate with paperwork because they may find it intimidating or do not understand the questions. You can help them by teaching them to read questions carefully, proofread the application after they have completed it, contact the organization if they need clarification, keep a copy for themselves, and submit the application by the deadline.

Many of these organizations have wait lists so encourage your youth to apply as early as possible and to follow-up with the organization about the status of their application. Also emphasize the importance of reading contracts carefully before signing any paperwork.

CHILD CARE**BANANAS—Oakland**

Phone: 510.658.0381 (Child care referrals)

Phone: 510.658.7353 (Child care providers)

Web site: <http://www.bananasinc.org/index.php>

BANANAS is a non-profit child care referral and support agency serving diverse families in Northern Alameda County. They provide free parenting information, workshops and referrals to family child care, child care centers, preschools, babysitters, in-home caregivers, nannies and playgroups, as well as some subsidized child care for parents in need. They also offer training, workshops, classes and technical support to caregivers and child care programs to assure parents a wide selection of quality care.

Community Child Care Council—(4Cs) of Alameda County

Phone: 510.582.2182—Hayward | Phone: 510.713.2557—Fremont

Web site: <http://www.4c-alameda.org>**Early Head Start (0-3 years)**

Phone: 510.553.9926—Oakland | Phone: 510.782.6207—Hayward

Head Start (3-5 years)

Phone: 510.238.3165—Oakland | Phone: 510.865.4500—Alameda

Phone: 510.848.9092—Berkeley | Phone: 510.796.9512—South County

The Hayward office provides services that include CalWORKS/CalLearn/Respite, child care referrals, and a child care food program.

4Cs' Child Development Center is licensed to serve children ages eighteen months to five years. 4Cs provides child care resource and referral services in the cities of Castro Valley, Fremont, Hayward, Newark, San Leandro, San Lorenzo and Union City. All parents, regardless of income, receive free child care referrals and information about choosing child care. Child care providers receive technical assistance, resources and training.

4Cs also provides child care payment services for CalWORKS participants and families needing respite care. In Oakland, 4Cs assists eligible parents with the cost of child care through Child Care Payment Programs.

Child Care Links—Pleasanton

Phone: 925.417.8733 | Web site: <http://www.childcarelinks.org>

Child Care Links offers free child care referrals and information on child care options and licensing regulations. Counselors ask parents about their child care needs and refer them to providers based on the type of care, location, hours, ages of children, and special considerations such as pet allergies or need for transportation. Parents receive information on questions to ask providers to help them screen, interview, select and monitor their child care.

ADDITIONAL CHILD CARE RESOURCES

- <http://buildingchildcare.org>
- <http://www.rrnetwork.org>
- <http://www.trustline.org>
- <http://www.naeyc.org>

DISABILITY SERVICES

Alta Bates Disabled Community Health Clinic—Berkeley

Phone: 510.204.4411

An outpatient clinic that assesses the rehabilitation needs of persons with physical disabilities.

Bay Area Community Access (BACA)—San Francisco

Phone: 415.356.0405 | TDD: 415.356.0376
 Web site: <http://www.bacainterp.com/index.html>

Provides a range of interpreting services for people who are deaf or hard-of-hearing.

California Assistive Technology System (CATS)—Sacramento

Phone: 1.800.390.2699 | TDD: 1.800.900.0706
 Web site: <http://www.atnet.org>

CATS is a program under the umbrella of Assistive Technology (AT) Network. Its primary mission is to reduce barriers people with disabilities often face in obtaining assistive technology, promote increased public awareness of what AT can do for people with disabilities, and develop strategies to decrease duplication among state agencies and other helping organizations.

AT Network maintains a database of AT resources and providers in California, and can help locate sources of AT for specific disabilities. Referrals are made to groups that provide guidance about AT and to potential AT funding sources.

AT Network also has an AT Loan Guarantee Program to purchase devices. This program provides loans at moderate interest rates to individuals with disabilities and their parents or guardians and offers loans of up to \$20,000.

California Relay Service (CRS)

Phone: 1.800.867.4323 | Web site: http://www.ddtp.org/california_relay_service

CRS provides specially-trained operators to relay telephone conversations back and forth between people who are deaf, hard-of-hearing, or speech-disabled, and all those they wish to communicate with by telephone. The CRS Web page offers useful information about the availability of relay services, the new 711 Choice option, and relay providers.

California State Library

Braille and Talking Book Library
 Phone: 916.654.0640 | Toll free: 1.800.952.5666

California Telephone Access Call Center Program (CTAP)—Stockton

English TDD: 1.800.806.4474 | Voice: 1.800.806.1191

The California Telephone Access Program (CTAP) distributes telecommunications equipment and services to individuals certified as having difficulty using the telephone. Equipment and some network services are available at no charge to eligible consumers. Californians who are deaf, hard-of-hearing, speech disabled, blind, or who have low vision, cognitive impairments or

restricted mobility, are eligible to receive equipment with certification by a medical doctor, a licensed audiologist, a qualified state agency, or a hearing-aid dispenser.

Center for Independent Living (CIL)

CIL Headquarters—Berkeley

Voice: 510.841.4776 | TDD: 510.848.3101

Web site: <http://www.cilberkeley.org>

Downtown Oakland

Voice: 510.763.9999 | TDD: 510.444.1837

CIL, the world's first organization of its kind, is a national leader in supporting disabled people in their efforts to lead independent lives. They provide free services and referrals that guide people through systems such as the housing and employment markets as well as the Social Security bureaucracy. They also advocate for policy changes to improve accessibility, and they mentor youth who have disabilities.

Community Resources for Independent Living (CRIL)—Hayward

Phone: 510.881.5743 | TDD: 510.881.0218

Web site: <http://www.cril-online.org>

Multi-Services Center—Livermore Office

Phone: 925.371.1531 | TDD: 925.371.1532

Tri-Cities Branch Office—Fremont Office

Phone: 510.794.5735

CRIL offers independent living services at no charge to persons with disabilities living in southern and eastern Alameda County. To become a CRIL consumer, individuals must have a disability and be paired with an independent living (IL) coordinator. CRIL is also a resource for disability awareness education and training, advocacy and technical advice.

Computer Technologies Program—Berkeley

Phone: 510.849.2911 | Video Phone: 1.866.349.1967 | TDD: 510.225.0249

Web site: <http://www.ctpberk.org>

Provides computer programming and office-systems training to people with disabilities, including job training, employment strategies and resume building.

Crisis Line for the Handicapped

Phone: 408.264.3066 | Toll free: 1.800.426.4263

Provides volunteer counseling and support for the physically disabled and their families to help with the emotional problems that can be brought about by disability. They also offer information about and referrals to handicapped organizations and facilities in California and Nevada.

Deaf Counseling, Advocacy and Referral Agency—San Leandro

Toll free TYY: 1.877.322.7288 | Phone: 1.866.680.0515

Voicemail: 510.483.0753 | Web site: <http://www.dcar.org>

Provides information and referral for a wide range of services for people who are deaf or hard-of-hearing. This group started as an all-volunteer agency in the 1960s and has grown to be a cornerstone of community life and social services for the deaf and their families in the Bay Area.

East Bay Center for the Blind—Berkeley

Phone: 510.843.6935 | Web site: <http://www.eastbaycenterfortheblind.org>

Provides education and life enrichment for people who are blind or visually impaired, including computer instruction and classes in Braille, ceramics, exercise, acupressure and music appreciation.

Easter Seals—Oakland

Phone: 510.835.2131 | Web site: <http://www.eastersealsbayarea.org>

Easter Seals provides services, education, outreach and advocacy so that people living with autism and other disabilities can live, learn, work and play in our communities.

Pacific Americans with Disabilities Act Center—Oakland

Toll-Free Voice/TDD: 1.800.949.4232 | Voice/TDD: 510.285.5600

Web site: <http://www.adapacific.org/index.htm>

The purpose of the Pacific ADA Center is to build a partnership between the disability and business communities and to promote full and unrestricted participation in society for persons with disabilities through education and technical assistance. In short, it is to help enact the mission of the Americans with Disabilities Act, which is full inclusion in American life.

Recording for the Blind & Dyslexic—Palo Alto

Phone: 650.493.3717 | Web site: <http://www.rfbd.org>

Recording for the Blind and Dyslexic (RFB&D), a national non-profit, has been the leading accessible audiobook library service for students with disabilities like visual impairment or dyslexia that make reading standard print difficult or impossible. With titles available in every subject area and grade level, RFB&D's digitally recorded audio textbooks are on CD and also downloadable.

Regional Center of the East Bay—Oakland Corporate Office

Phone: 510.383.1200 | Web site: <http://www.rceb.org>

The Regional Center of the East Bay (RCEB) is a private, non-profit corporation providing services and supports to individuals with developmental disabilities under contract with the California Department of Developmental Services. Services include adaptive equipment and supplies, behavioral intervention programs, child care, counseling services and psychotherapy, educational day program, early intervention and prevention services, independent living services, infant programs, mobility training, nursing, parenting training, specialized medical and dental care, supported living and therapy services, and assistance with transportation.

Stepping Stones Growth Center (SSGC)—San Leandro

Phone: 510.568.3331 | Web site: <http://www.steppingstonesgrowth.org>

This center for children and youth from 5 to 22 years of age offers after-school and summer programs for persons with developmental disabilities that increase their social skills and ability to participate in mainstream society. Other areas addressed include independent living skills, grooming and issues associated with sexuality.

Over the years SSGC has joined with corporations and agencies such as Safeway, Albertson's, Costco, Wal-Mart, Long's, Home Depot and many others to provide both group placement and individual jobs for hundreds of consumers. They also offer art and health and wellness programs for adults.

Through the Looking Glass—Berkeley

Phone: 1.800.644.2666 | TDD: 1.800.804.1616 | Local Voice: 510.848.1112
Web site: <http://www.lookingglass.org/index.php>

Provides clinical and supportive services, training and research for families in which one or more members have a disability. This organization was founded in Berkeley in 1982 and grew out of the independent living movement.

The Division of Workers' Compensation (DWC)—Oakland

Phone: 510.622.2866

Web site: http://www.dir.ca.gov/dwc/dwc_home_page.htm

DWC monitors the administration of workers' compensation claims and provides administrative and judicial services that help to resolve disputes that arise with claims for workers' compensation benefits.

FINANCIAL ASSISTANCE

CALWORKS/TANF (ASSISTANCE FOR FAMILIES WITH CHILDREN)

Phone: 1.888.999.4772 | Web site: http://www.alamedasocialservices.org/public/services/financial_assistance/CalWORKS

CalWORKS is a welfare program that gives cash aid and services to eligible needy California families. Families that apply and qualify for ongoing assistance receive money each month to help pay for housing, food and other necessary expenses. Needy families may apply for CalWORKS at any office located in the County where they live. Families may qualify for other services including food stamps, Medi-Cal coverage for infants, welfare-to-work programs, child care, employment services and family planning.

Eligibility

Although grant levels are based on family size, the same eligibility criteria apply to all families. Specific eligibility requirements take into account an applicant's citizenship, age, income, resources, assets and other factors. In general, services are available to:

- Parents or caretaker relatives with one or more children in the home who have been deprived of parental support or care because of the absence, disability or death of a parent
- Families with one or more children in which both parents are in the home, but the primary wage earner is unemployed

Time Limit

Welfare Reform in California assures that welfare is a temporary support in times of crisis and fosters a "work first" attitude. In this vein, there is a five-year time limit on benefits.

How to Apply

Needy families are encouraged to apply for CalWORKS at any of the facilities in Alameda County. A family can ask for immediate assistance if there is little or no cash and the need for emergency housing, food, utilities, clothing or medical care. Bring proof of income, property, citizenship status, age, social security number, residence, shelter costs, work or school status, as well as any other information pertinent to determining a family's eligibility. Diversion payments and services are available if you are CalWORKS eligible but would prefer a one-time payment to accept or keep a job. A formal application must be submitted at one of the County offices so that an official eligibility determination can be made.

Important: Parenting teens can apply for CalWorks/Food Stamps 30 days before emancipation and receive help with the process from their Beyond Emancipation case worker. The 30-day lead time helps ensure that there is a smooth transition from foster care funding to CalWorks funding.

Web site: http://www.alamedasocialservices.org/public/services/financial_assistance/CalWORKS

North County Multi-Service Center—Downtown Oakland

Phone: 510.891.0700

Eastmont Self-Sufficiency Center—East Oakland

Phone: 510.383.5300

Medi-Cal Center—Oakland

Phone: 510.777.2300

South County—Hayward

Eden Area Multi-Service Center | Phone: 510.670.6000

Fremont Outstation

Phone: 510.670.6000

Livermore Outstation

Phone: 925.455.0747

GENERAL ASSISTANCE (GA) FOR SINGLE ADULTS

GA aids indigent adults who are legal residents of Alameda County and who have no other means of support. It is a state-mandated program that is locally administered and funded by the County of Alameda.

The cash grant for a single person on GA is \$336 per month. GA recipients who are 18 to 21 years old are eligible for Medi-Cal. If you are over 21 you are not eligible for Medi-Cal, but can receive medical treatment at the County clinics and hospitals. Many GA recipients are also eligible for food stamp benefits of up to \$135 per month for a single person.

Eligibility

All GA money is considered a loan to the individual receiving aid. GA recipients must sign a reimbursement agreement as a condition of eligibility. Employable recipients are required to participate in employment service activities. Unemployable recipients who appear eligible for Supplemental Security Insurance (SSI) are required to apply for Supplemental Security Insurance. Applicants may have up to \$1,000 in personal property. The following are not counted as part of the personal property limit for an individual applicant:

- A motor vehicle which is valued at \$4,650 or less
- The cash surrender value on a life insurance policy

How to Apply

To apply for general assistance, visit the Workforce and Human Services public contact office nearest you. Please see below for office locations and contact information.

Web site: http://www.alamedasocialservices.org/public/services/financial_assistance/general_assistance/index.cfm

North County Multi-Service Center—Downtown Oakland

Phone: 510.891.0700

Eastmont Self-Sufficiency Center—East Oakland

Phone: 510.383.5300

Medi-Cal Center—Oakland

Phone: 510.777.2300

South County—Hayward

Eden Area Multi-Service Center
Phone: 510.670.6000

Fremont Outstation

Phone: 510.670.6000

Livermore Outstation

Phone: 925.455.0747

SUPPLEMENTAL SECURITY INCOME (SSI)**Social Security Administration**

Phone: 1.800.772.1213 | TDD: 1.800.325.0778

Web site: <http://www.ssa.gov> or http://socialsecurity.gov/pgm/links_disability.htm

What Is SSI?

Supplemental Security Income (SSI) is a needs-based program that gives cash aid to blind, disabled and people over 65 who have limited income and resources. Children, youth and adults can receive SSI, which provides a check every month to help meet basic living expenses. The amount of the cash aid depends on your income and living situation. If youth have a physical disability, learning disability, depression or other mental health issue that makes it hard for them to do the things other youth their age do, then CASAs should encourage them to apply for SSI.

Can Youth Receive SSI and Other Benefits At the Same Time?

If youth receive SSI, they automatically get Medi-Cal and do not have to pay a co-payment when they visit the doctor or get a prescription medicine. Adults cannot receive CalWORKS or food stamps at the same time they receive SSI. If youth get food stamps or CalWORKS and think they might be eligible for SSI, they should be encouraged to apply. Most often SSI will give them more money than CalWORKS or food stamps.

Youth should apply for disability benefits as soon as they become disabled. It can take a long time—from three to five months—to process an application for disability benefits. To apply for disability benefits as an adult, youth must complete an application for Social Security Benefits and an Adult Disability Report. The report collects information about their disabling condition and how it affects their ability to work. These forms can be completed online, or an appointment may be scheduled for assistance in person or by phone.

How to apply

Step 1. Review the Adult Disability Starter Kit at http://socialsecurity.gov/disability/disability_starter_kits_adult_eng.htm. This kit answers common questions about applying for benefits and includes a worksheet that will help you gather the information you need.

Step 2. Fill out the online application for Social Security Benefits at <https://secure.ssa.gov/apps6z/iRRet/dib>. (If you've never worked, skip this step and contact them after you complete Step 3.)

Step 3. Fill out the online Adult Disability Report at <https://secure.ssa.gov/apps6z/i3369/ee001-fe.jsp>. At the end of the report, you will be asked to sign a form that gives your doctor permission to send Social Security information about your disability so they can make a decision on your claim.

***NOTE:** *Disability Rights and Education Defense Fund (DREDF) has a brochure that gives additional information about Supplemental Security Income (SSI) for foster youth with disabilities. Visit <http://www.dredf.org> for more information.*

FOOD ASSISTANCE**FOOD STAMPS**

Food Stamps is a Supplemental Nutrition Assistance Program (SNAP) that can help provide money for nutritious food that uses an easy credit card format called Electronic Benefit Transfer (EBT) to purchase food at retail stores and farmers markets.

What Verification Is Needed

To qualify for food stamps you will need verification that includes identification (does not need to be a picture ID); a Social Security number; proof of any income; proof of any assets such as bank accounts and stocks; and proof of expenses such as rent receipts, utility bills, child care receipts and medical expense receipts.

How to apply

You can request for an application to be mailed to you or simply pick one up at any of the public contact offices.

Web site: http://www.alamedasocialservices.org/public/services/food_assistance/index.cfm

North County Multi-Service Center—Oakland

Phone: 510.891.0700

Eastmont Self-Sufficiency Center—East Oakland

Phone: 510.383.5300

Medi-Cal Center—Oakland

Phone: 510.777.2300

Eden Area Multi-Service Center—Hayward

Phone: 510.670.6000

Fremont Outstation

Phone: 510.670.6000

Livermore Outstation

Phone: 925.455.0747

TECHNOLOGY ASSISTANCE

Oakland Technology Exchange West

Phone: 510.893.4822 | Web site: <http://www.otxwest.org>

Oakland Technology Exchange (OTX) West is dedicated to eliminating the digital divide in Oakland. It recognizes the need for people of all socioeconomic and cultural backgrounds to gain access to the digital world by owning a home computer and acquiring technological knowledge and skills.

The organization also refurbishes donated personal computers and other technological equipment and gives them to students in Oakland schools in grades 6-12 who successfully complete their training class. They also teach basic computer skills to parents and children and provide ongoing technical support free of charge.

To receive a free computer, students must take a three-hour computer training class. To receive a home computer, contact OTX West by Web or phone and you will be contacted within the next week regarding the computer training class. Classes are held at OTX West at least once a week from 5:30 p.m. to 8:30 p.m., usually on a Wednesday or Thursday.

FOOD PANTRIES/COMMUNITY FOOD BANKS

Alameda County Community Food Bank—Oakland

Phone: 510.635.3663

Food Helpline: 1.800.870.3663 (FOOD)

Fax: 510.625.1263 (for agencies placing food orders)

Web site: <http://www.accfb.org>

Helpline Hours: Monday-Friday, 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.

Call the Food Bank's Food Helpline for emergency food referrals to a nearby soup kitchen or food pantry, and for food program information including summer lunches, school meals, food stamps, Meals on Wheels, WIC (Women, Infants and Children), and USDA food. You can also e-mail them at info@accfb.org with your name, street address and zip code. A hotline operator will contact you by e-mail the next business day with a referral suitable for your location. The Food Bank also operates a Holiday Hotline in November and December for referrals to holiday food programs.

Below is a list of some Alameda County Food Pantries organized by city. Visit http://www.accfb.org/need_help_food.html for a complete list of pantries in Alameda County.

Alameda

Alameda County Food Bank

1900 Thau Way | Hours: M-W-F, 1:00 p.m.-4:00 p.m.

Berkeley

Berkeley Food and Housing Project

2140 Dwight Way | Hours: M-T-W-Th-F, 8:00 a.m.-4:30 p.m.

Berkeley Food Pantry

1600 Sacramento Street | Referral required

Hours: M-W-F, 2:00 p.m.-4:00 p.m.

New Light Baptist Church

1841 Parker Street | Hours: T-Th, 5:00 p.m.-6:00 p.m.

Night on the Streets—Catholic Worker (Mobile Meals)

1630 Berkeley Way | Hours: M-W-F, 7:00 a.m.-9:00 p.m.

Salvation Army

1535 University Avenue | Hours: W-F, 1:00 p.m.-3:00 p.m.

Emeryville

Emeryville Community Action Program

3610 San Pablo Avenue | Hours: M-T-W-Th, 12:00 p.m.-4:00 p.m. and Sat., 12:00 p.m.-2:00 p.m.

Fremont

Tri-City Volunteers

37350 Joseph Street | Hours: M-T-W-Th-F, 8:30 a.m.-4:30 p.m.

Hayward

Hope for the Heart

22035 Meekland Avenue | Hours: T-Th, 9:30 a.m.-2:30 p.m.

La Familia Counseling Service Family Resource

27287 Patrick Avenue | Hours: M-T-W-Th-F, 9:00 a.m.-5:00 p.m.

Salvation Army

430 A Street | Hours: M-T-W-Th-F, 10:00 a.m.-3:00 p.m.

South Hayward Parish

27287 Patrick Avenue | Hours: T-W-Th, 10:00 a.m.-1:00 p.m.

Livermore

Interfaith Sharing, Inc.

St. Bartholomew's Church
678 Enos Way | Hours: M-Th-F-Sat., 8:00 a.m.-9:00 a.m.

Tri-Valley Haven

418 Junction Avenue, Room 106 | Hours: M-T-W-Th-F, 1:00 p.m.-5:00 p.m., Th, 1:00 p.m.-7:00 p.m.

Newark

Viola Blythe Community Service Center

37365 Ash Street | Hours: M-W-F, 12:00 p.m.-4:00 p.m.

Salvation Army

36700 Newark Blvd. | Hours: T-Th, 9:00 a.m.-11:00 a.m.

Oakland

AIDS Project of the East Bay

499-5th Street, Suite 306 | Hours: M-T-W-Th-F, 9:30 a.m.-5:30 p.m.

Day Labor Program-Volunteers of America

4250 San Leandro Blvd. | Hours: M-T-W-Th-F, 9:00 a.m.-3:00 p.m.

Mercy Brown Bag Program

3431 Foothill Blvd. | Hours: T-Th, 10:00 a.m.-2:00 p.m.

Prescott Joseph Center

920 Peralta Street | Hours: M-F, 11:00 a.m.-3:00 p.m.

San Leandro

Davis St. Family Resource Center

3081 Teagarden Street | Hours: M-T-W-Th-F, 11:00 a.m.-4:00 p.m.

Lifetime

1880 Fairway Drive | Hours: M-T-W-Th-F, 9:00 a.m.-4:00 p.m.

San Lorenzo

Christ Lutheran Church

100 Hacienda Street | Hours: M-T-W-Th, 10:30 a.m.-12:00 p.m.

Union City

Centro de Servicios

525 H Street | Hours: M-T-W-Th-F, 9:00 a.m.-5:00 p.m.

FREE MEALS IN ALAMEDA COUNTY

Below is a list of some facilities in Alameda County that offer free meals. Please visit the Web site http://www.accfb.org/need_help_food.html for a complete list of free meals in Alameda County.

Berkeley**Coalition for Alternatives in Mental Health**

3234 Adeline Street | Hours: M-T-W-Th-F, 1:00 p.m.-2:00 p.m.

Night on the Streets-Catholic Worker

1630 Berkeley Way | Hours: M-W-F-Sun, 7:00 p.m.-9:00 p.m.

Hayward**Spectrum Community Services**

2747 Oliver Drive | Hours: M-T-W-Th-F, 11:00 a.m.-1:00 p.m.

Livermore**Open Heart Kitchen**

4743 East Avenue | Hours: T-W-F, 12:00 p.m.-6:00 p.m.

Oakland**St. Mary's Center**635 22nd Street | Hours: M-T-W-Th-F, 12:00 p.m.-2:00 p.m., Sun, 1:30-3:30 p.m.**First African Methodist Episcopal Church**530-37th Street | Hours: T-F, 11:30 a.m.-1:00 p.m.**City Team Ministries**

722 Washington Street | Hours: M-T-Th-F-Sat, 7:30 p.m.-8:00 p.m.

ADDITIONAL FOOD RESOURCES**Berkeley Food and Housing Project**Administration
2140 Dwight Way
Phone: 510.649.4965

This section includes parks and recreation, theater, skill-building programs and volunteer opportunities. It is important for youth to enjoy life and experience new things. The Bay Area has an abundance of parks, beaches, theaters, recreation and arts programs, so encourage your youth to have fun exploring them.

Participating in skill-building programs can help youth gain valuable skills, meet new people and help them network in their community. They will have the opportunity to explore their physical, creative, social, political, and career interests with like-minded people and form positive friendships. Participating in these activities also looks good on resumes and college and job applications, since it shows admissions officers and employers that the youth is well-rounded and responsible.

Before your youth joins a program, help him or her to explore their interests, abilities and availability. Do they want to participate in something physical, artistic, political? Be sure to tell youth to ask questions about the program before joining to discover if it's the right one for them. If possible, accompany the youth to explore extracurricular activities and ask questions while the youth is present, which will model for them questions they may want to ask if they visit other programs by themselves. Some useful questions are if the program has age or grade-level requirements, requires fees or physicals, and what the time commitment is for the program. The youth should determine what is realistic with their school and work schedule and then make their own decision.

If youth join a program and decide they no longer want to participate, encourage them to be responsible and check in with the program rather than just not show up. Counsel youth to be direct, polite and to explain their situation and feelings to the program staff. Sometimes they will discover they can participate in a less time-consuming way or rejoin later.

INEXPENSIVE AND FUN THINGS TO DO IN THE BAY AREA**African American Historical and Cultural Society Museum—San Francisco**

Phone: 415.292.6172

Web site: <http://www.sfblackhistory.org>

Free the first Wednesday of the month

This museum is a resource to students, educators, authors, filmmakers, community groups, public officials, corporations and anyone interested in learning about African American history and culture. The research library and archives

contain approximately 5,000 books by or about African Americans, more than 500 rare books and pamphlets, and over 2,500 boxes of archival material, including unique collections like the “Blacks in the West” monograph series. The library also houses the Howard Thurman Listening Room, which contains audiotapes of one of the 20th Century’s foremost theologians, and a Family History and Genealogy Center.

California Academy of Science—Golden Gate Park—San Francisco

Phone: 415.379.8000 | Web site: <http://www.calacademy.org>
Cost: Free every third Wednesday of the month

This is the only museum in the United States with an aquarium, a planetarium, a natural history museum, and a four-story rainforest all under one roof.

Carnaval—San Francisco

Web site: <http://www.carnaval.com>
Cost: Free

Annual festivities, music, vendors and a parade through the Mission District.

Chinese New Years Parade and Festival—San Francisco

Web site: <http://www.sanfranciscochinatown.com/events/chinesenewyearparade.html>
Cost: Free

Named one of the world’s top 10 parades, the Chinese New Year Parade in San Francisco is the largest celebration of its kind outside of Asia. Many of the more than 100 floats and specialty units feature the theme of the year’s Chinese zodiac sign.

Community Music Center—San Francisco

Phone: 415.647.6015 | Web site: <http://www.sfcmc.org/site/index.php?id=322>
Cost: Free concerts and a good place for low-cost music and singing lessons.

Exploratorium, Palace of Fine Arts—San Francisco

Phone: 415.561.0360 | Web site: <http://www.exploratorium.edu>
Cost: Free on the first Wednesday of the month

Housed within the walls of San Francisco’s Palace of Fine Arts, the Exploratorium has hundreds of interactive exhibits in the areas of science, art and human perception. It’s fun, hands-on learning and playing experiences have been enjoyed for generations.

Golden Gate Park—San Francisco

Between Fulton, Lincoln Way, Stanyan the Great Highway
Web site: <http://www.sfparks.org>

Activities include the Japanese Tea Garden, California Academy of Science, M.H. De Young Museum, Sharon Arts Building, Strybing Arboretum and Botanical Gardens, Conservatory of Gardens, Queen Wilhelmina Tulip Garden, buffalo paddock, horseback riding, baseball diamonds, playgrounds, carousel, biking and skating, tennis, golf and much more.

M.H. DeYoung Museum

Phone: 415.750.3600 | Web site: <http://www.famsf.org/deyoung>
Cost: Free first Tuesday of the month for permanent collections only. Does not include special exhibits.

This facility integrates art, architecture and the natural landscape. It houses priceless collections of American art from the 17th through the 20th centuries and other exhibitions of art from a wide range of cultures and nationalities.

Downtown San Rafael Farmers Market—San Rafael, Marin County

Phone: 415.492.8007 | Web site: <http://www.sanrafaelmarket.org>
Cost: Free

More than a Farmer’s Market, this event is one of the largest weekly social events in Northern California. It has five different entertainment stages every Thursday and more than 200 vendors selling everything from local tomatoes to imports from Bali.

Oakland Museum of California Art, Ecology and History

Phone: 510.238.2200 | Web site: <http://www.museumca.org>
Cost: Free second Sundays

The Oakland Museum of California is a lovely facility with spacious galleries, terraces, patios, sculptured gardens and ponds. They have permanent exhibits on three floors that portray California’s natural wonders, events, eras and people who have shaped the state. Galleries, special exhibitions, tours, educational programs and public festivals celebrate the state’s far-reaching diversity.

Oakland Zoo

Phone: 510.632.9525 Ext. 152 | Web site: <http://www.oaklandzoo.org>

The Oakland Zoo inspires respect for and stewardship of the natural world by developing and maintaining naturalistic habitats for the animals in their

care. They also deliver quality education programs and participate in projects that conserve wildlife. It's a very fun place to visit for people of all ages, and perhaps especially magical for families with young children.

Rodin Sculpture Garden—Stanford University

Phone: 650.723.4177 | Web site: <http://museum.stanford.edu/view/rodin.html>
Cost: Free

This exhibition presents the Center's entire Rodin collection, 200 works in all. The Cantor Arts Center's collection of Rodin bronzes is the largest in the world outside Paris, second only to the Musee Rodin. The majority of the collection remains on the ground floor and occupies three galleries. Approximately 170 works by Rodin are on view inside the Center, mostly cast bronze, but also works in wax, plaster and terra cotta.

San Francisco Conservatory of Music

Phone: 415.864.7326 | Web site: <http://www.sfcm.edu>

Students perform in the Bay Area in three acoustically tuned performance spaces. There are regular concerts for the public at affordable prices.

San Francisco State University

InterHarmony International Music Festival

Phone: 415.338.1471 | Web site: <http://creativearts.sfsu.edu>
Cost: Free

Well-known soloists and chamber players from around the globe perform and teach talented young musicians. The free concert series includes performances by renowned musicians, culminating in an orchestral concert.

San Francisco Zoo

Phone: 415.753.7080 | Web site: <http://www.sfzoo.org>
Cost: Free first Wednesday of the month for San Francisco residents only

The San Francisco Zoo has a center for wildlife, an educational center providing formal and informal learning programs for children and adults, a park and nature center, and a bird sanctuary.

San Francisco Lesbian, Gay, Bisexual and Transgender Pride Celebration

Phone: 415.865.5555 | Web site: <http://www.sfpride.org>
Cost: Free

The San Francisco Pride Celebration Committee is a non-profit membership organization founded to produce the San Francisco Pride Celebration and Parade, which is dedicated to education and to the celebration of LGBT culture and liberation.

San Jose Jazz Festival

Phone: 408 288 7557 | Web site: <http://www.sanjosejazz.org>

For a three-day weekend in August, from Friday afternoon to Sunday evening, music lovers converge on the heart of Silicon Valley to enjoy jazz, blues, salsa, Latin, R&B, electronica and many other forms of contemporary music.

San Jose Museum of Art

Phone: 408.271.6840 | Web site: <http://www.sanjosemuseumofart.org>
Cost: Children under six are free

The Museum is recognized for its contemporary collection, which focuses on the West Coast with additional national and international visual art. It has free audio and guided tours to help you understand and enjoy the art more.

Sausalito Jazz in the Park

Gabrielson Park | Web site: <http://www.ci.sausalito.ca.us/townfun/jazz.htm>
Cost: Free concerts every Friday in the summer

Come and enjoy good music, good food and good friends every Friday 6:30 p.m.- 8:00 p.m., May through August at Gabrielson Park. Hosted by the Sausalito Parks and Recreation Department, this is a great way to start the weekend. Breathtaking views of Angel Island and San Francisco are the backdrop to this weekly musical celebration.

Stern Grove Festival—San Francisco

19th Avenue and Sloat | Phone: 415.252.6252
Web site: <http://www.sterngrove.org>
Cost: Free

Every year since 1938, Stern Grove Festival Association presents Stern Grove Festival, an admission-free performing arts series, in Sigmund Stern Grove, a beautiful outdoor amphitheater.

Berkeley Art Museum (BAM) and Pacific Film Archive (PFA)

Phone: 510.642.0808 | Web site: <http://www.bampfa.berkeley.edu>
Cost: The museum is free on the first Thursday of the month

BAM/PFA's diverse exhibition programs and its collections of more than 16,000 objects and 14,000 films and videos are characterized by themes of artistic innovation, intellectual exploration, and social commentary, reflecting the central role of education in BAM/PFA's mission.

Yerba Buena Center for the Arts—San Francisco

Phone: 415.978.ARTS (2787) | Web site: <http://www.ybca.org>
Cost: Free on the first Tuesday of the month

This arts center features culturally diverse, community-based, national and international contemporary arts, culture and entertainment.

Youth in Arts Festival—San Francisco

Phone: 415.457.4878 | Web site: <http://www.youthinarts.org/ispf>

Every June several blocks in San Francisco are closed to traffic and repaved to allow artists using pastels to create artwork in the middle of the street. Hundreds of artists create amazing works right before your eyes. Music and entertainment occur throughout the day.

VOLUNTEER OPPORTUNITIES

There are many volunteer opportunities in the Bay Area. You can visit <http://www.volunteermatch.org> or <http://www.volunteerinfo.org> to find the organization that will work best for you. Volunteering has many benefits that include helping others, making a difference, finding purpose, connecting with your community, exploring new areas of interest, strengthening your resume, meeting new people, and developing new skills.

PARKS AND COMMUNITY SERVICES

Oakland Office of Parks and Recreation

Phone: 510.238.3092 | Web site: <http://www.oaklandnet.com/parks>

The City of Oakland, Office of Parks and Recreation (OPR) offers a wide range of recreation, cultural, educational and environmental programs and activities in East, West and Central Oakland. You can view a full listing of classes offered through Parks and Recreation by using the Online Registration. Here you will be able to learn about programs and even register online! For information visit <http://www.oaklandnet.com/parks/programs>

Parks and Recreation operates multiple community-based centers spanning the entire city. Free and low-cost programs for people of all ages and backgrounds are offered in recreation, sports, arts and culture, computers, general learning, after-school activities and more. For a complete listing of Oakland parks, visit <http://www.oaklandnet.com/parks>

MORE PARKS AND RECREATION PROGRAMS—THROUGHOUT ALAMEDA COUNTY

To find out more about city parks and recreational activities throughout Alameda County, visit their Web sites and explore all they have to offer.

City of Alameda

Phone: 510.748.4565 | Web site: <http://www.ci.alameda.ca.us>

Albany

Phone: 510.524.9283 | Web site: <http://www.albanyca.org>

Berkeley

Phone: 510.644.6530 | Web site: <http://www.ci.berkeley.ca.us/Home.aspx>

Dublin

Phone: 510.829.4932 | Phone: <http://www.ci.dublin.ca.us>

Emeryville

Phone: 510.596.4300 | Web site: <http://www.ci.emeryville.ca.us>

Fremont

Phone: 510.494.4600 | Web site: <http://www.fremont.gov>

Hayward

Phone: 510.881.6700 | Web site: <http://www.ci.hayward.ca.us>

Livermore

Phone: 925.960.4000 | Web site: <http://www.ci.livermore.ca.us>

Newark

Phone: 510.578.4000 | Web site: <http://www.ci.newark.ca.us>

Oakland

Phone: 510.238.3091 | Web site: <http://www.oaklandnet.com>

Piedmont

Phone: 510.420.3040 | Web site: <http://www.ci.piedmont.ca.us>

Pleasanton

Phone: 925.931.3439 | Web site: <http://www.ci.pleasanton.ca.us>

San Leandro

Phone: 510.577.3351 | Web site: <http://www.ci.san-leandro.ca.us>

Union City

Phone: 510.471.3232 | Web site: <http://www.ci.union-city.ca.us>

East Bay Regional Parks

Visit <http://www.ebparks.org/parks> for more information regarding hours of operation and location.

There are many wonderful recreational opportunities, nature hikes and classes, boating, swimming, and even overnight camping available in our remarkable East Bay Regional Parks system. If you have a love of nature or an interest in exploring the outdoors more, this is for you!

DISCOUNT THEATER**TIX Bay Area—San Francisco**

Union Street at Stockton Street

Phone: 415.433.7827 | Web site: <http://www.tixbayarea.com>

TIX Bay Area is a walk-up box office selling half-price tickets on the day of the performance and full-price tickets in advance to select events. The pavilion is on Powell Street between Geary and Post. The closest parking is at the Union Square Garage. TIX is accessible by public transportation and is wheelchair accessible.

They also sell some tickets for half-price online, so definitely check the Web site first to save the added expenditure of time and parking.

EXTRACURRICULAR PROGRAMS**Alternatives in Action (AIA)—City of Alameda**

Tel: 510.748.4314 | Web site: <http://www.alternativesinaction.org>

Alternatives in Action (AIA) creates innovative experiences for diverse populations of children, youth and adults that challenge them to become effective citizens who will have a powerful impact on the world. They also operate a public charter school called BASE and have a highly regarded on-site child care program.

AIA is best known for its HOME Project, an after-school and summer youth development program, that has helped young people turn their dreams into reality since 1996. With support from caring adult “coaches” and experienced “youth coaches” and HOME members, over 400 youth per year work in teams to develop real-world community projects that reflect young people’s interests and their community’s needs.

American Indian Child Resource Center (AICRC)—Oakland Indian Education Center

Phone: 510.208.1870 | Web site: <http://www.aicrc.org>

AICRC is a non-profit social service and education agency serving urban Indian children and their families. It helps Indian families stay together and promotes the success of Native youth. The Oakland Indian Education Center has a tutorial, cultural arts and sports and nutrition program, college and career preparation, field trips and family nights, youth leadership, youth advocacy, and case management services.

Bay Area Video Coalition (BAVC)—Oakland

Phone: 510.836.2660 | Web site: <http://www.bavc.org>

BAVC offers an advanced video production collective for motivated youth ages 15 to 19 in the Oakland Bay Area. Called “The Factory,” this collaborative program helps its members create professional-quality short films, music videos and public service announcements. The program emphasizes creative and political expression through a strong visual style. Participants develop their skills as videographers, directors and editors. Youth are encouraged to explore issues important to them through fiction, documentary and video art. Completed projects are distributed to film festivals, contests and for broadcast. Participants in The Factory also travel nationally to film festivals and youth media conferences.

Berkeley Parks, Recreation and Waterfront Department's Young Adult Project (YAP)

Phone: 510.981.6670 | Web site: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=5698>

YAP is a community-based organization administered by the City of Berkeley Parks Recreation & Waterfront Department. Its purpose is to create a healthy and safe social environment for youth and to reduce juvenile delinquency through education, counseling, and cultural and recreational activities. Registration priority for this program is given to South and West Berkeley residents. Students must be referred by a teacher or counselor.

Boys & Girls Club—Oakland

Phone: 510.535.9461 (High Street) | Phone: 510.638.1532 (East Oakland)
Phone: 510.272.9929 (West Oakland) | Web site: <http://www.bgcoakland.org>

The mission of the Boys & Girls Club is to develop the community's youth into positive contributors to society. To accomplish this purpose, they provide programs and services that are tailored to the needs of today's youth including education and career development, health and life skills, arts, sports, and fitness and recreation.

Boys & Girls Club-Leaders in Training Summer Camp

Web site: <http://www.campmendocino.org/summer-camp/teen-leadership>

Leadership in Training summer camp helps youth develop leadership skills, gain work experience, mentor younger kids, and earn a little money.

Youth ages 15 to 17 can choose from two sessions. Session 1 starts on June 28 and ends on July 25. Session 2 starts on July 27 and ends on August 14. The program offers a variety of teen leadership activities designed to develop or enhance skills including communication, conflict management, time management and basic youth development. Youth will have the opportunity to participate at the ropes course, go on the over-night hike, swim, do archery and boating, and participate at the talent shows. Youth will also participate in specialty teen programming such as Career Launch and Money Matters.

Participants in the program will assist as cabin counselors and assistant activity specialists, manage the Camp canteen and work in the dining hall (cleaning tables, sweeping and mopping floors, and assisting with dish washing). This program provides a great opportunity to get out of the city and into nature. You will live in a pristine redwood forest for nearly three weeks, swim in a river, and sleep under the stars.

To apply, download and complete the application and reference forms. Applications should be submitted by the second week of April.

Castlemont Pool—Oakland

Phone: 510.879.3642

Castlemont pool is located at Castlemont High School and serves the East Oakland community with fun, safe and recreational programs. Open year-round, programs include swimming lessons for tiny tots, children and adults, swim team practice, water aerobics, recreational swimming, and much more.

Destiny Arts—Oakland

Phone: 510.597.1619 | Web site: <http://www.destinyarts.org>

Destiny Arts provides movement-arts education and violence-prevention training. Youth come together to learn and challenge each other in an atmosphere of love and inspiration. Destiny participants build confidence, leadership skills and self-esteem through dance, martial arts, theater, outdoor education, and youth leadership training. Programs teach young people to become violence prevention/arts educators and community activists who promote peaceful solutions to conflict.

Dina Star Dancers—San Leandro

Phone: 510.483.9450 | Web site: <http://www.dinastardancers.com>

Offers affordable dance classes consisting of Tap, Jazz, Hawaiian and Tahitian, Hip Hop, Irish, Ballet and Country Line dancing.

Downtown Oakland YMCA

Phone: 510.451.9622 | Web site: <http://oakland.ymcaeastbay.org>

YMCA offers youth-only classes and classes for the whole family that provide opportunities to stay active, learn new skills, and meet new people. Well-trained YMCA staff instructs all classes. Some youth programs include teen writing workshops, teen strength training and conditioning, youth and government, and youth sports that include volleyball, basketball and karate.

East Bay Asian Youth Center—Oakland

Phone: 510.533.1092 | Web site: <http://www.ebayc.org/wiki>

This after-school learning center provides youth with an integrated array of learning activities, including academic instruction, college and career awareness, health education, sports, outdoor adventures, performing arts, visual

and media arts, and community service projects. They also provide high school student members comprehensive internships as reading coaches, sports coaches, social action researchers, and documentary video producers.

East Oakland Boxing Association-Smartmoves Program—Oakland

Phone: 510.430.8056 | Web site: <http://www.eoba.org>

Provides a safe and nurturing environment in which the children and youth of East Oakland and surrounding areas can learn life skills, achieve success in school, and build self-esteem in preparation for their futures. Programs include:

- **Tutoring/Academic Assistance:** This is mandatory for all youth ages 5 to 13 before they are eligible to participate in any other activities and includes one-on-one tutoring.
- **Mentoring:** Each youth is supported and mentored by at least five additional adult mentors each day of their participation.
- **Arts:** Includes photography, painting, drawing, clothing design, ceramics, crafts, jewelry making, dance and theater. Youth are encouraged to display their work at different venues.
- **Computers:** Important skills are taught including word processing, Internet research, designing a resume and searching for employment.
- **Garden/Nutrition Classes:** Youth learn how to plant and care for fresh fruits and vegetables. Once ready, they pick crops and learn to cook and create recipes.
- **Physical Education:** Includes boxing lessons, calisthenics and capoeira (Afro-Brazilian dance that incorporates self-defense moves).
- **Youth Internships:** Youth learn important job training skills and receive a stipend to plan, organize and implement activities and projects.
- **Field Trips:** Notable trips include an annual eight-day backcountry camping trip for teens to Yosemite and other wilderness areas.

East Oakland Youth Development Center

Phone: 510.569.8088 | Web site: <http://www.eoydc.org>

The East Oakland Youth Development Center (EOYDC) helps children and youth develop into healthy, dedicated, self-supporting citizens. The Center's free comprehensive programs include arts, education, employment/job training, social activities, tutoring and youth development.

Girls Incorporated of Alameda County (Girls, Inc.)—San Leandro

Phone: 510.357.5515 | Web site: <http://www.girlsinc-alameda.org>

Girls, Inc., develops education programs that encourage girls to take risks and master physical, intellectual and emotional challenges. Major programs address math and science education, pregnancy and drug abuse prevention, media literacy, economic literacy, adolescent health, violence prevention and sports participation. Visit their Web site to learn more about the specific programs offered at their San Leandro site, including an after school literacy program, fitness programs, and many more.

Guitars not Guns—Fremont

Phone: 510.796.0428 (South County) | Phone: 510.632.4131—Oakland

Web site: <http://www.guitarsnotguns.org>

Guitars not Guns provides guitars and lessons in a classroom setting to foster kids, at-risk youth, and other deserving children ages 8 to 18. Their mission is to help stop violence in schools and on the streets by providing a music program for at-risk teens and other deserving children. Their goal is to divert as many children as possible from the self-destructive behaviors of drugs, alcohol, and crime connected to gang activity.

Caregivers and foster parents must provide transportation to and from the class and make a commitment to bring the child to the class each week. In return, they will provide the guitars and qualified teachers. All of the teachers are volunteers who raise funds to purchase guitars and lesson books.

Oakland Youth Chorus for Music Education

Phone: 510.287.9700 Ext. 105 | Web site: <http://www.oaklandyouthchorus.org>

This chorus provides community-based, multi-ethnic youth music education and performance programs that promote individual discipline, self-confidence, a life-long love of music and cross-cultural understanding, while reflecting Oakland's rich artistic and cultural diversity.

Youth Radio—Oakland

Phone: 510.251.1101 | Web site: <http://www.youthradio.org>

The heart of Youth Radio's pioneering efforts is to train young people from under-resourced public schools, community-based organizations, group homes and juvenile detention centers in broadcast journalism, media production and cutting-edge technology. It offers professional development and technical skills training absolutely free, and its graduates leave with the soft and hard skills necessary to land jobs with employers from KCBS and KQED to the Port of Oakland and Google.

Each year Youth Radio introduces diverse groups of students to a broad spectrum of media-related careers and state-of-the-art technology. Its program goals are to strengthen basic life-skills, motivate them to graduate from high school and attend college, and prepare them for multi-media and other careers in the 21st Century Marketplace.

Youth Uprising—Oakland

Phone: 510.777.9909 | Web site: <http://www.youthuprising.org>

Youth UpRising is dedicated to helping young people mature and develop skills that can lead to productive and independent adult lives.

It has a school-linked health center that provides full health and wellness services. Art and cultural programs include state-of-the-art music and video recording studios, performance and visual art, and a professional dance and martial arts studio. A well-equipped computer training center offers educational and career support that includes job training, on-site tutorials, and placement services. Entrepreneurial opportunities include a world-class graphic design business and a youth-run Internet café.

YMCA-Camp Ravenclyff

Web site: <http://www.ravenclyff.ymcaeastbay.org/programs>

Campers in Leadership Training (CILTs) are youth entering grades 10–12, who want to develop leadership skills and learn about teamwork. The CILT Program is a unique YMCA program that focuses on enhancing and developing valuable leadership skills in an environment that is fun, safe and values-oriented. CILTs are at camp for two weeks and receive hands-on experience through interactive training, the opportunity to help lead a small group of younger children, and engage in trust- and team-building activities with their peers. The CILT program is for teens who are looking for a fun and challenging way to spend part of their summer while gaining valuable leadership skills.

They will accept applications from teens who will be entering grade 9 in the fall, however these will only be reviewed if there are not enough applicants in grades 10–12.

To apply, download and complete the application and reference forms. Complete the application and submit along with three references. The application and forms are typically due the second week of April. Eligible candidates will be interviewed and notified if they are accepted into the program by the second week of May.

THIS SECTION LISTS resources for public transportation in the Bay Area and commonly used Web sites for booking airline tickets. The most commonly used modes of public transportation are AC Transit and BART. Taxis are available but expensive, and one should be aware of the costs before boarding. The public transportation system in the Bay Area can easily be navigated through a free source by calling 511 or accessing <http://www.511.org>.

If you have access to a computer, going to the Web site will allow you to plan out a trip in a very easy fashion. There is a great link to a trip planner, and if you plug in your beginning and end destination and date and time of departure, the system will figure out the best route for you to take based on “fastest trip,” “fewest transfers,” and “less walking.” For example, if you wanted to go to San Francisco from Oakland, the system will tell you the closest bus station and list how many minutes to walk there from your home. It even tells you to get a transfer ticket and lists the fares for each transit system.

You can also dial 511 from your phone for free and get information via a speech recognition system. If there is heavy traffic, call 511 to obtain information on the incidents on your route. Another example of how to use 511 would be if you are out for dinner and want to find out when the next Muni light rail train is arriving. Call 511, say “Muni,” and then say “departure times.” You will then get an automated response.

Below is information about some of the major transit systems. Always check their Web site for the most updated information regarding fares and schedules.

RESOURCES

Airlines

There are many airlines to choose from and ways to book your flight. You can call the airline or make your reservation online. If you choose an airline such as Northwest, make sure to sign up for the Frequent Flyer Miles Program, which will eventually allow you to get a free roundtrip ticket or other rewards. Check with the airline to find out other perks and restrictions. Below are a few Web sites that will allow you to purchase tickets at a discounted price. Make sure to read the fine print to avoid hidden charges when booking on these sites.

<http://www.travelocity.com>

<http://www.orbitz.com>

<http://www.cheapoair.com>

<http://www.bookingbuddy.com>
<http://www.expedia.com>
<http://www.orbize.com/cheapairfare>
<http://www.cheapflights.com>
<http://www.priceline.com>
<http://www.lowfares.com>
<http://www.travelzoo.com>
<http://www.onetravel.com/airline-tickets>
<http://www.faredetective.com>
<http://www.kayak.com>

AC Transit Bus System

Phone: 510.817.1717 or 511 | Web site: <http://www.transit511.org>

The Web site will recommend three sources to go to check on fares/information and routes.

Amtrak

Amtrak train and other transportation reservations can be made online at:
Web site: <http://www.amtrak.com>

Bay Area Rapid Transit (BART)

Customer Service Representative: 510.464.7134
Web site: <http://www.bart.org>

Antioch/Concord/Lafayette/Livermore/Orinda/Pittsburgh/Walnut Creek:
 925.676.2278
 Berkeley/Oakland/San Leandro: 510.465.2278
 Daly City/San Francisco: 415.989.2278
 Dublin/Fremont/Hayward/Pleasanton/San Leandro/Union City:
 510.441.2278
 El Cerrito /Richmond: 510.236.2268
 San Bruno/San Mateo/South San Francisco: 650.992.2278

BART trains typically run every 15 minutes except Saturdays before 7:00 p.m., when trains run every 20 minutes. In many cases, service extends past midnight.

BART has discount tickets available online or through the mail and through select vendors. Students 13 to 18 might be able to purchase a student BART card through their school that is 50 percent off the full fare and valid Monday through Friday only. Children under four ride for free.

An alternative to the “paper” BART ticket is an EZ card, which offers a 6.25 percent discount and is available in denominations of \$45 or \$60. The EZ card is the best buy and is an alternative to having a paper ticket. If the card is lost or stolen, BART can block it from further use and transfer the remaining balance to a replacement card. The card is durable and won’t demagnetize.

County Connection

Phone: 925.676.7500 | Web site: <http://www.cccta.org>

County Connection provides fixed route and paratransit service within central Contra Costa County and serves Clayton, Concord, Danville, Lafayette, Martinez, Moraga, Orinda, Pleasant Hill, San Ramon, Walnut Creek and unincorporated areas of Central County.

East Bay Paratransit

Phone: 510.287.5000 | Web site: <http://www.eastbayparatransit.org>

East Bay Paratransit is a public transit service for people who are unable to use regular buses or trains, like those operated by AC Transit and BART, because of a disability or a disabling health condition. East Bay Paratransit transports riders from their origin to their destination in vans equipped with a wheelchair lift or in sedans. East Bay Paratransit was established by AC Transit and BART to meet requirements of the Americans with Disabilities Act (ADA).

Greyhound

Phone: 1.800.231.2222 | Web site: <http://www.greyhound.com>

While Greyhound is well known for its regularly scheduled passenger service, the company also provides a number of other services for its customers. Greyhound PackageXpress service offers value-priced same-day and early-next-day package delivery to thousands of destinations.

Greyhound has three operating subsidiaries in the United States, which are a part of the nationwide Greyhound network. They include: Valley Transit Company, serving the Texas-Mexico border, Crucero USA, serving southern California and Arizona into Mexico, and Americanos USA, serving points in Mexico from Texas and New Mexico.

In addition, Greyhound has interline partnerships with a number of independent bus lines across the United States. These bus companies provide complementary service to Greyhound Lines’ existing schedules and link to many of the smaller towns in Greyhound Lines’ national route system.

Amtrak passengers use Greyhound to make connections to cities not served by rail on Amtrak Thruway service, by purchasing a ticket for the bus connection from Amtrak in conjunction with the purchase of their rail ticket. If passengers desire, they may also buy a bus ticket directly from Greyhound.

Vallejo Transit/Ferry Service

Phone: 707.648.4666 | Toll free: 1.800.640.BUSS
 TDD: 707.649.5421 | Web site: <http://www.vallejostransit.com>

Vallejo Transit provides local bus service in the city of Vallejo and express service between Solano County, Vallejo, Hercules and the El Cerrito Del Norte Bart Station.

The Vallejo ferry provides service between San Francisco, Angel Island, and Vallejo with connection service to Marine World and Sacramento every day except Thanksgiving, Christmas and New Year’s Day. Bicycles are allowed on board and the vessel is wheelchair accessible.

THIS SECTION LISTS emergency numbers and crisis lines. If you have an emergency, call 911, and the appropriate law enforcement and/or medical personnel will be dispatched. The crisis line specialists listen to you, give referrals, and may provide feedback on how to handle the crisis. To make these numbers easily accessible, copy this page and post it in your home.

A Safe Place (Domestic Violence) (24-hr. line)	510.536.7233 (SAFE)
Acute Communicable Diseases	510.267.325
Alameda County Crisis Support Line	1.800.309.2131
Ambulance Fire and Police	911
Anorexia and Bulimia Crisis	1.800.227.4785
Bay Area Women Against Rape (BAWAR) (24-hr. line)	510.845.7273 (RAPE)
California Youth Crisis Line (Referrals for homeless and runaway youth)	1.800.843.5200
Child Abduction Unit—District Attorney	510.639.3597
Children and Youth Crisis Team	510.618.3432
Community United Against Violence (CUAV) (24-hr. line) (Helpline for LGBTIQ people who are being harassed, threatened, attacked or abused)	415.333.4357 (HELP)
Emergency Contraception Hotline	1.800.584.9911
LGBTQ Suicide Prevention	1.866.488.6386
National Center for Missing and Exploited Children	1.800.843.5678
National Domestic Violence Hotline (24-hr. line)	1.800.799.7233 (SAFE) 1.800.787.3224 (TYY)
National Runaway Switchboard (Referrals for runaway youth)	1.800.621.4000
Parental Stress Center (24-hr. line)	1.800.829.3777
Poison Control Center	1.800.222.1222
Rape Abuse and Incest National Network Hotline (24-hr. line)	1.800.656.4673 (HOPE)
Report a Gas Leak	911 or PG&E at 1.800.743.5000
Report Child Abuse (CPS)	510.259.1800
Sexual Assault Crisis Line	510.437.4688
Shelter Against Violent Environments (SAVE) (24-hr. line)	510.794.6055
Suicide Prevention	510.849.2212

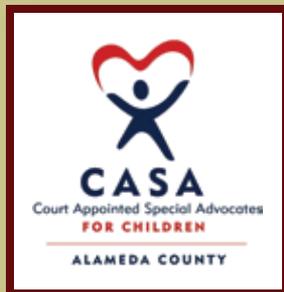
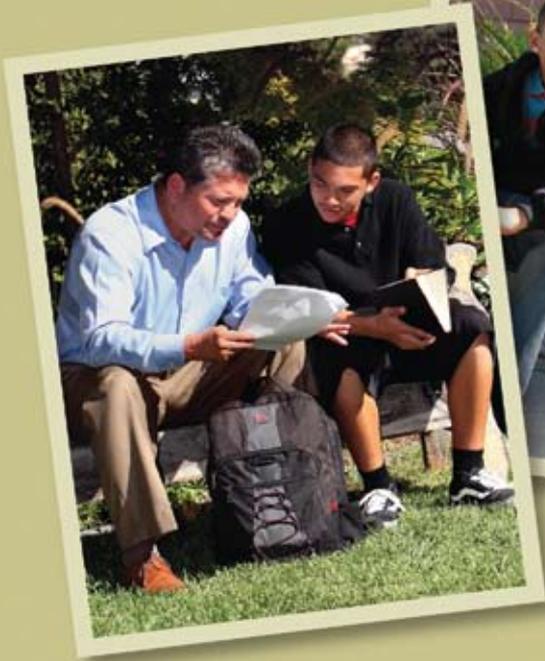
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