

County Textbook Funding Request Checklist

Please use the instructions below to ensure that you have all the required paperwork to request funding or reimbursement for the costs of textbooks/materials from your county worker.

1. **Unofficial transcripts** which are available to print from [eServices](#) under the “Academics” section of the homepage by clicking **View Unofficial Transcript**
2. **Textbook List** Download/Save/Print your Textbook list, the list of all required textbooks/materials for your enrolled classes. 3 options to retrieve Textbook List:

Bookstore Website

From the [bookstore website](#), students can look up course materials by class or by the five-digit section number.

eServices

From your [eServices](#) dashboard, click on **Manage Classes**. With **View my Classes** selected, choose the term and college you're looking for. Click on the **View/Purchase My Textbooks** link. This will open a custom page on the bookstore website where you can view/purchase the course materials for that class.

Website Class Schedules Search Page

Using the website's [search class schedules](#) page, find a specific class and click on the blue information icon next to the class information. In the information box, click on the **See textbooks in bookstore** link. This will open a custom page on the bookstore website where you can view/purchase the course materials for that class.

INCLUDE:

- Original receipts (if the books have *already been purchased*).
- Copy of the syllabus (if *extra items needed* for a class).

3. **Educational Plan** which should reflect current classes, also available in [eServices](#) .
4. **Class schedule** with a current date, also available in [eServices](#) .

NOTE: You may only request payment/reimbursement for **required** textbooks/materials for classes which you are actually enrolled. If you are wait-listed for a class, and later enroll in that class, you should submit an additional funding request to your worker with proof of enrollment (Class Schedule).

Please remember to:

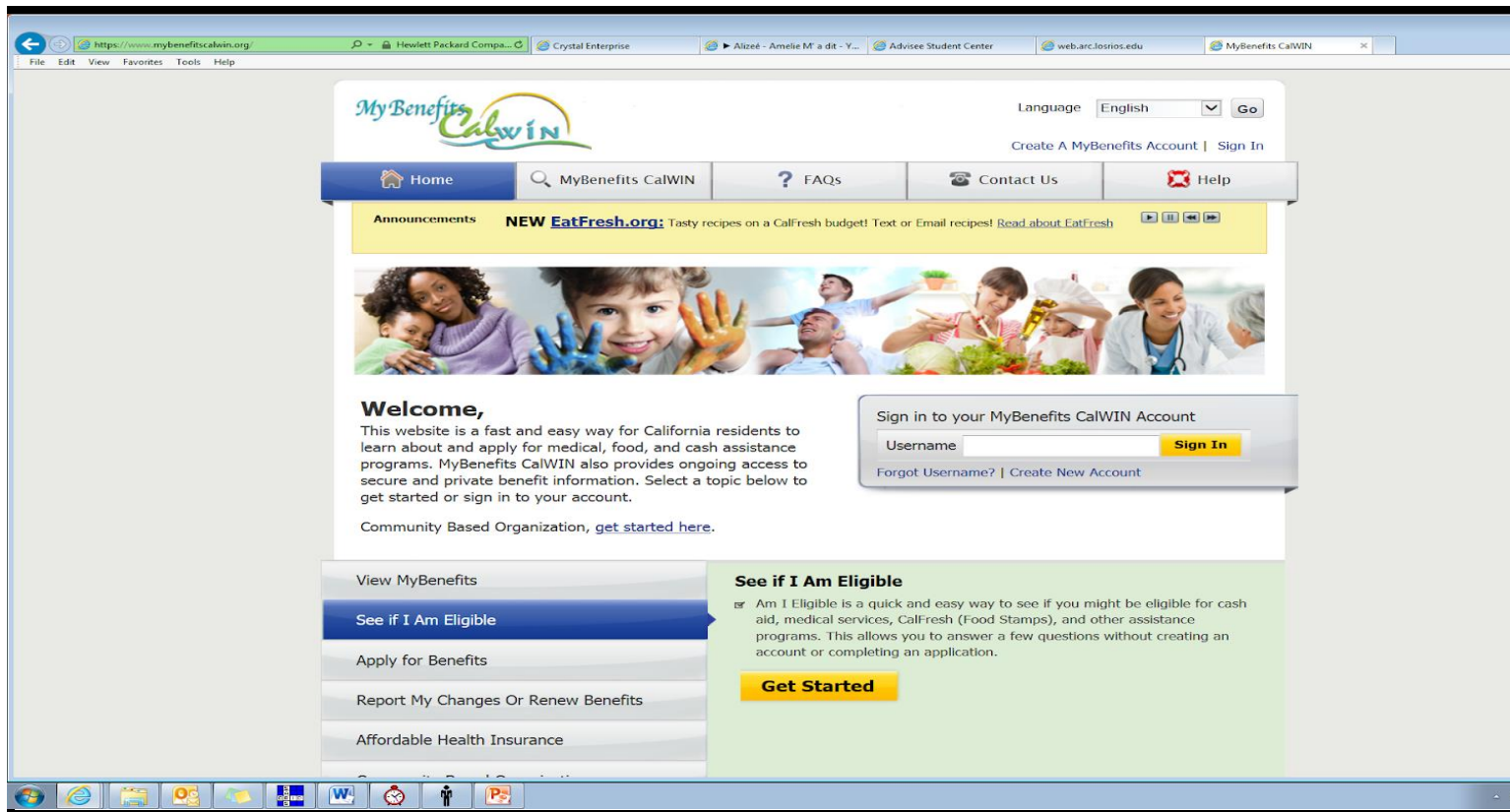
Have your CASE NUMBER on all documents

Keep copies of all documents for your own records.

Submit Documents directly to your Caseworker at the Department of Human Assistance

Sacramento County Residents may upload documents on website: www.mybenefitscalwin.org

You can mail them in or you can use the 'DropBox' at the specific Office, Fulton Ave is accepting documents in 'DropBox'. Or speak to a Sacramento Representative on the Main line at: **(916) 874-3100** (be prepared for Long Wait Time)



How to Create a MyBenefits Account:

Click **Create an Account** to register as a user of the system so you can save your information and return to it later. Once you create the User ID you can exit at any time and your information will be saved. To return to your information later, click the **Sign In** button. Clicking the **Create an Account** link on the homepage will guide you through the process of creating your MyBenefits account.

Enter the following information in order to create an account:

1. **Select County:** You will be able to view your benefits for this county only.
2. **Personal Info:** Your first and last name. You will also need an email address to activate your MyBenefits account. If you don't have an email address, there is a link to create one.
3. **Sign In Info:** You will be asked to create a Username and password. Your password should include
 - at least one **UPPERCASE** letter.
 - at least one lowercase letter.
 - at least one number.
 - **Note:** Password cannot contain the Username or any part of your name.
Example: Sample123

4. Next, you will receive an email allowing you to confirm your account. Select the link in the email to return to MyBenefits CalWIN.

Items that have a * next to them are required to continue.

Follow these steps to upload documents to your recently submitted application or report:

1. Sign in to MyBenefits CalWIN. If you do not have a MyBenefits CalWIN account, create one now by clicking the Create an Account link.
2. Click Benefits from the top navigation
3. Click Applications
4. Click the Submitted tab
5. Your recently submitted applications will display.
6. Click the Upload documents link
7. On the Submit Documents Detail page, click the Choose Files to Upload button or drag and drop files from your computer. To choose files to upload:
 - Browse for and select document file (Acceptable file types are: xls, txt, pdf, rtf, htm, gif, jpe, jpeg, jpg, png, tif, tiff, bmp)
 - Upload document
 - Repeat to upload multiple documents

Follow these steps to upload documents for your case:

1. Sign in to MyBenefits CalWIN. If you do not have a MyBenefits CalWIN account, create one now by clicking the Create an Account link.
2. Click Documents from the top navigation
3. Click Upload
4. Select a case from the Upload documents dropdown and click the Continue button
5. In the Document Information section, select the Upload documents button
6. On the Submit Documents Detail page, click the Choose Files to Upload button or drag and drop files from your computer. To choose files to upload:
 - Browse for and select document file (Acceptable file types are: xls, txt, pdf, rtf, htm, gif, jpe, jpeg, jpg, png, tif, tiff, bmp)
 - Upload document
 - Repeat to upload multiple documents

Acceptable file types:

- XLS - Microsoft Excel worksheet sheet
- TXT — Plaintext Text file
- PDF — Adobe Acrobat or Adobe Reader
- RTF — Rich Text document
- HTM — HyperText Markup Language

- **GIF — graphic**
- **jpe - graphic**
- **jpeg - graphic**
- **jpg - graphic**
- **PNG — Portable Network Graphic**
- **TIF - Tagged Image File Format**
- **TIFF - Tagged Image File Format**
- **BMP — Microsoft Windows Bitmap formatted image**