

COMMUNITY SERVICE WORK (CSW) PROGRAM
INSTRUCTIONS/INFORMATION SHEET

(Please initial each box)

- The Community Service Work Coordinator in your area office will attempt to assign you to one of your worksite choices based on the criteria of the worksites. **The choice of the site assigned will ultimately be at the discretion of the CSW coordinator and may not be one of the sites you selected.**
- After your fee has been paid and your application has been submitted, a worksite assignment letter will be mailed to the address on the application. Please allow 14 days to receive this letter. If you do not receive it within 14 days, call your area coordinator.
- It is your responsibility to contact the assigned worksite by the date indicated on the letter and coordinate your schedule with the worksite. If you fail to make contact by the date indicated on the letter, the worksite will return your timesheet to the CSW coordinator. **YOU MAY NOT WORK AT A SITE THAT DOES NOT HAVE YOUR TIMESHEET ON FILE.** It is your responsibility to confirm that your timesheet is on file at the site and hours are being recorded by the site supervisor. If the site does not have your timesheet on file, contact the CSW coordinator immediately.
- If you are unable to complete your work assignment hours by the completion date, you will be required to request an extension. You must report to the Probation Department and request a status report. You will be required to pay an extension fee for the status report. You will then take the status report to the Court and request an extension. **The CSW coordinator is not authorized to grant extensions.** If your probation officer ordered you to complete CSW hours, please discuss extension requests with your probation officer.
- You must have all your program fees paid in full by your completion date. If you have an outstanding balance, we will inform the Court of the delinquent status.

Signature

Date

Community Service Work Coordinators:

Lompoc: Phone: (805) 737-7746

Facsimile: (805) 737-7747

Santa Maria: Phone: (805) 739-8627

Facsimile: (805) 739-8632

Santa Barbara: Phone: (805) 882-3703

Facsimile: (805) 882-3768

White: Client

Yellow: CSW file