Description of CPF Projects Assigned to Interns

1. **System Change.** When a family is in need, there are many hoops, red tape, forms, bureaucracy that need to be negotiated for them to actually receive assistance. A particular family may need several or many services from different agencies (perhaps government, non-profit and commercial). CPF has been working on ways to simplify the system to allow families easier, quicker, more efficient access to these services, with the goal that they would become self-sufficient and no longer need assistance. Hopefully families would access the services sooner rather than later, reducing the chance of the issue becoming a large problem. Students help to perform a Community Needs Assessment that might involve focus groups and one to one interviews.
   a. Functioning as members of a team, students design and present Community Needs Assessments, conduct focus groups, and/or conduct one-on-one interviews.
   b. Students synthesize content knowledge to identify and evaluate community needs.
   c. Students evaluate and refine social service processes.

2. **Voluntary Income Tax Assistance (VITA) and Project Financial Redirection (PFR).** VITA is a program that CPF offers through the Internal Revenue Service. It is a national program, run locally. PFR offers a series of practical and educational classes in the area of debt reduction, fixing credit, smart credit, and planning for the future. Interns with VITA and PFR have ‘hands on’ experience in providing support and assistance in filing tax returns for families. Once tax refunds are obtained, CPF counsels families on ways to use the money responsibly. Intern tasks include fine tuning the process from beginning to end, with the goal of making it as easy as possible for the family and CPF to provide VITA, promote subsidized health insurance with it being paid a year in advance, and to encourage the utilization of PFR classes to make better financial decisions.
   a. Functioning as a member of a team, the students synthesize content knowledge to evaluate and fine-tune VITA policy processes.
   b. Students identify and evaluate ways to promote community use of tax assistance programs, PFR, and direct savings/refunds into advance payment of health insurance premiums.

3. **Community Organizing and Inclusive Accountability.** CPF is working with PACT (People and Congregations Together) to develop several efforts to improve local schools, including getting families more involved in student education. PACT has also formed a Better Schools Committee with over 20 leaders from 5 schools. Leaders have identified ten areas in which all schools need to excel. Along with parent involvement, leaders hope to see what can be done to change the dynamics that lead children to drop out.
   a. Students evaluate school performance and progress in targeted areas.
   b. Students identify resources to aid school improvement.
   c. Students identify barriers and potential solutions to the engagement of all parents in their children’s education.

4. **Youth Initiative for San Joaquin County.** Interns assist in the development of a county-wide Youth Initiative for San Joaquin County that may also serve as a model for agencies throughout the county, state and country. This project synthesizes work already completed on a Youth Strategic Plan and the Scope of Work in the current grant. Interns will conduct research on existing programs to find best practices to be utilized in
designing this initiative. It includes developing an organizational flow chart and operating structure, as well as a case management process, including intake, assessment and referrals. There are Leadership Training Modules and Workshop Modules, as well as educational and other pro-active components to assist young people in becoming productive, self-sufficient adults. The team will work with youth advocates representing many ethnic groups, as well as influential community members from the public, private and non-profit sectors to develop a collaborative partnership in creating an effective program that meets real needs.

a. Students research existing youth initiatives.
b. Students identify best practices and make recommendations for process improvement.
c. Students design, build, and run process work flow for emerging youth initiative.