

# Court Community Service Program

## Frequently Asked Questions

I have been ordered to perform community service in lieu of fines and or jail time, what do I need to do next?

You will need to enroll in the program online or in person at one of our offices. This needs to be done prior to completing any community service.

Santa Cruz (location)  
1740 17<sup>th</sup> Ave.  
Santa Cruz, Ca 95062  
(831) 423-4592  
[courtreferral@scvolunteercenter.org](mailto:courtreferral@scvolunteercenter.org)

Watsonville (location)  
10 Carr St.  
Watsonville, Ca 95076  
(831) 724-8799  
[courtreferral@scvolunteercenter.org](mailto:courtreferral@scvolunteercenter.org)

What do I need to bring with me in order to register?

You will need to bring the following:

- Your community service referral
- A current photo ID

Do I have to pay a fee?

The fee for a referral received in Santa Cruz County. Is \$50, but many people are eligible to have this fee reduced or eliminated based on Household Income. Fee Waiver Applications can be submitted online, or completed in our office. For further information please contact us at: (831) 423-4592 (Santa Cruz) (831) 724-8799 (Watsonville).

There are NO FEES for people referred from these Courts: Juvenile; Behavioral; Health; Veterans; Homeless Persons.

		Fee	Waivers Available?
a	County Resident referred for Community Service from Santa Cruz County Courts or Probation.	\$50	Yes

b	Supervising County Residents in performance of service with direct reporting to Courts in another County, or to another CLASP member agency	\$100	No
c	Courtesy transfer from Santa Cruz County Courts/ Probation to perform Community Service to another CLASP Program for out of County residents	\$50	No
d	Supervision & Reporting for Out of State Residents performing service for Santa Cruz County Courts	\$100	No

**Fee Waivers** are available to County Residents performing community service in Santa Cruz County to fulfill their obligations to Santa Cruz County Courts and/or Probation. Fee Waivers are granted as follows:

All people referred by Juvenile Courts or Juvenile Probation, 100% Waiver.

- All people referred by these Specialty Courts: Behavioral Health Court, Veterans Court, Homeless Person's Court, 100% Waiver.
- For low-income people as defined by the County of Santa Cruz 2015 Low Income/Affordable Housing Schedule. 50% Waivers are granted to Heads of Households with self-reported monthly incomes below the levels in this chart, 100% Waivers are granted to Heads of Household who are currently receiving State or Federal Benefits such as MediCal, SSI, SNAPs or CalFresh; or with self reported monthly incomes below the levels on this chart.

If you do not qualify for a fee waiver, please be prepared to pay your fee at the time of registration. We accept exact cash, money order or Credit Card.

### Can I arrange my service over the phone or online?

If you have a Traffic/Minor violation, you can enroll online, please email us to start the enrollment.

You cannot enroll via phone.

If you are referred by the Criminal Courts, you must enroll in person, but can transact all other business with us online or over the phone.

### Can I send someone else to sign up for me?

No, you need to enroll yourself.

## Why do I have to register?

Courts require independent verification by our team in order for your service hours to count. As soon as you register, you are on the path to receiving a Certificate of Completion that we submit with the Courts and/or Probation. We also provide insurance that covers you while you are volunteering.

## Why do I have to pay a fee to the CCSP to do my hours?

The fee offsets a small part of the cost of processing your case. It covers the time for the interview, monitoring, follow-up and reporting back to the courts. CCSP Waives fees based on Household Income, and also for those persons referred from Juvenile Courts and Specialty Courts.

## Can I pick the place where I will go to complete my hours?

Yes, you will meet with an interviewer who will work with you to determine what placement will best suit your needs based on the court orders and other restrictions.

## I already volunteer with an organization; can I complete my service there?

Yes, you can. The organization has to be part of our program. First you will need to enroll in the CCSP program. NO HOURS WILL BE COUNTED PRIOR TO ENROLLMENT IN CCSP.

## I work at a non-profit; can I complete my service at my place of employment?

No, California labor laws do not allow an employee to volunteer at their place of employment.

## Can I transfer and do my service someplace else?

Yes, you may transfer your community service out of county or state. DO NOT BEGIN YOUR COMMUNITY SERVICE UNTIL YOU ENROLL AND HAVE YOUR SERVICE TRANSFERRED TO ANOTHER COUNTY OR STATE.

## I finished my hours. What comes next?

Return your CCSP issued timesheet to one of the CCSP offices and we will issue your Certificate of Completion.

**I need to be reassigned to a different worksite. What should I do?**

Contact us in person /phone or email in order to be reassigned. There are no additional fees to change worksites.

**Where can I register to do community service? What are your hours?**

You can register at either of our two offices. The times and locations for both office sites are listed above.

**Where can I register if I do not live in Santa Cruz?**

You can register online by emailing us for further instructions.

**I'm a nonprofit. Where can I register to receive CCSP volunteers?**

Contact us by phone (831) 423-4592 (Santa Cruz) / (831) 724-8799 (Watsonville) or email at [courtreferral@scvolunteercenter.org](mailto:courtreferral@scvolunteercenter.org)