



**YOU MUST FIRST PAY FOR YOUR TRANSFER FEE AND BE FORMALLY TRANSFERRED BY ONEOC BEFORE YOU MAY BEGIN YOUR COMMUNITY SERVICE**

**ANY HOURS YOU PERFORM BEFORE YOU ARE APPROVED AND TRANSFERRED AND HAVE PAID YOUR TRANSFER FEE WILL NOT COUNT**

**PROCEDURE FOR OUT OF COUNTY/STATE TRANSFER OF COMMUNITY SERVICE**  
**CHECKLIST**

**How Do I Get Started:**

- FIND A NON-PROFIT ORGANIZATION**
  - a. You may not start your community service until you have paid your transfer fee and your site is approved by OneOC (*call (714) 953-5597 or email our staff at [crpstaff@oneoc.org](mailto:crpstaff@oneoc.org) to obtain the transfer fee*)
  - b. Any hours performed prior to approval will not count toward your community service. time commences on or after the date of approval
  - c. Suggested sites include: food bank, soup kitchen, thrift store, church, public school, county park, state beach, animal shelter, homeless shelter
- THE NON-PROFIT ORGANIZATION MUST HAVE A VERIFIABLE BUSINESS ADDRESS LOCATION**
  - a. You may not work at home or from a private residence
  - b. You may not do your community service online or remotely
  - c. You may not trade goods or services in exchange for community service hours
  - d. You may not make a donation in exchange for community service hours
- HAVE THE NON-PROFIT ORGANIZATION SUBMIT A LETTER TO ONEOC ON OFFICIAL LETTERHEAD WITH THE FOLLOWING INFORMATION:**
  - a. Who will be supervising you-name, title, phone number, fax number, email address, website address
  - b. List the type of work you will be performing
  - c. A current copy of their 501c3 certification
- SUBMIT THE LETTER AND 501c3 CERTIFICATE TO ONEOC FOR REVIEW**
- ONEOC WILL CONTACT THE NON-PROFIT ORGANIZATION**
  - a. The non-profit organization will be notified if approved



## COMPLETION PROCESS CHECKLIST

### What Do I Do When I Am Done:

- SUBMIT YOUR COMPLETED TIMESHEET, CLASP LETTER AND NON-PROFIT LETTER ON LETTERHEAD AT LEAST 3 BUSINESS DAYS PRIOR TO YOUR COURT ORDERED DUE DATE FOR VERIFICATION OF COMPLETION AND REVIEW OF YOUR PAPERWORK**
- THE COMPLETION LETTER ON NON-PROFIT LETTERHEAD SHOULD CONTAIN THE FOLLOWING:**
  - a. First work date and last work date
  - b. Type of work performed
  - c. Supervisor signature and contact information (OneOC will contact the site supervisor to verify the hours and work performed)
- ONEOC WILL CONTACT NON-PROFIT ORGANIZATION TO VERIFY YOUR HOURS**
- UPON SUCCESSFUL VERIFICATION, ONEOC WILL SUBMIT PROOF OF COMPLETION TO THE COURTS ON YOUR BEHALF.**

If you have any questions please contact us at (714) 953-5597 or via email at [crpstaff@oneoc.org](mailto:crpstaff@oneoc.org)



## **Commonly Asked Questions:**

### **What do I do if I can't finish my hours by my due date?**

You will need to return to Orange County to request an extension, only the court can grant extensions. You may not work past your due date, any hours you perform past your due date will not count and the court may issue a bench warrant for your arrest for non-compliance.

### **What do I do if I am granted an extension?**

You will need to bring your extension paperwork to OneOC to process and provide you with a new timesheet to keep working and be prepared to pay the \$20.00 extension fee to OneOC.

### **What if I want to reassign to a different site?**

You will need to repeat the agency approval process as outlined in the "how do I begin my service" section and submit all new paperwork for the new proposed site to see if it qualifies and is approved by OneOC

### **May I work at multiple non-profit sites at one time?**

NO, you may only work at one site.

### **Can I have my attorney or a family member transfer my service?**

Yes your attorney can transfer your service and pay the transfer fee, request extensions, process the extensions and file your completion paperwork on your behalf, we will require written permission from you in order to allow a 3<sup>rd</sup> party perform transactions on your behalf.

### **What is the difference between physical labor and community service?**

Physical labor must be performed in an **8** hour shift **ONLY** outdoors in the form of: freeway or street clean up, park clean up, beach clean up, graffiti removal, cemetery landscaping, etc..Community service may done in any shift time amount indoors or outdoors in the form of: sorting donations, filing paperwork, packing boxes, cleaning/maintenance, racking clothes, answering phones, data entry, etc..