

CCWA FINANCIAL ASSISTANCE PROCEDURE

FastForward Programs - FANTIC and G3 funding

1.1 AWARDING PROCEDURE

1.2 Eligibility and Requirements – The Community College Workforce Alliance awards financial assistance to non-credit customers on a first-come, first-served basis. A limited amount of funding is available. See Appendix B for a list of eligible programs. In order to be eligible for financial assistance for non-credit training, a customer must:

1.2.1 Be a U.S. citizen or eligible noncitizen as defined under Addendum A of the SCHEV domicile guidelines: <https://www.schev.edu/home/showpublisheddocument/600/637810401480470000>
If the customer is not a U.S. citizen, proof of current legal status is required.

1.2.2 Currently be domiciled in Virginia for at least one full year prior to enrollment. Proof of Virginia Domicile, as required by the Workforce Credential Grant, customers must complete the “Domicile Determination Form” to support Virginia Domicile according to Virginia Code 23-7.4. Domicile is considered a current, fixed home of an individual to which he/she returns following temporary absences and at which he/she intends to stay indefinitely. Proof of residency may include rent receipts, documentation of a house purchase, voter registration card, dated preprinted financial or utility statements, etc.

1.2.3 Have completed high school requirements; or no longer be enrolled in high school and must be 18 years of age or older. Proof of age may include a valid state-issued identification card, birth certificate, or passport.

1.2.4 Be in compliance with federal selective service registration requirements, if applicable to the customer. Compliance can be verified at <https://www.sss.gov/Home/Verification> .

1.2.5 If a customer is enrolled in an associate or bachelor’s degree program, the non-credit program should lead to a recognized industry certification that will significantly enhance the client’s job prospects in his or her area of academic pursuit.

1.2.6 Be ineligible for or unable to receive other forms of tuition and/or training assistance through any non-state source such as: employer assistance, Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program Employment Training (SNAPET), Virginia Initiative for Employment Not Welfare (VIEW), Department for Aging and Rehabilitative Services, Office of Community Wealth Building (OCWB) or federal financial Assistance. If the non-state source has exhausted funds, proof must be received from the organization.

1.2.7 Have submitted a complete CCWA Financial Assistance application form (Appendix A). This includes submission of the following:

- i. The most recent copy of the tax transcript from IRS verifying annual income. This may be obtained from <https://www.irs.gov/Individuals/Get-Transcript>. If tax transcript is not immediately accessible, customer may supply a copy of his/her most recent 1040 tax form with W2 forms.
- ii. If customer has not earned income to file taxes, customer will provide alternative documentation of household wages such as Wage and Income Transcript (IRS), VEC Quarterly Wage Records or Proof of SNAP/TANF.
- iii. Alternatively, if the customer's financial situation has changed within the last year or since submitting 2021 taxes, a letter of appeal (Appendix C) may be submitted to the Vice President or Associate/Assistant Vice President to review the customer's current financial status. Included with the Letter of Appeal should be proof of current household earnings such as year to date paystubs or unemployment insurance documentation demonstrating customer household income falls below "living wage" for their county. Appropriate CCWA Eligibility Staff will direct the customer to provide the alternative documentation that will be required based on the individual situation.

2.1 DISTRIBUTION PROCEDURE

2.2 Client Eligibility Determination – Customers who express interest in seeking non-credit funding support in order to participate in an eligible program shall be referred to CCWA's Financial Assistance Eligibility Staff for eligibility determination.

2.2.1 The Eligibility Staff will counsel the customer on the eligibility requirements and obtain a verbal confirmation that the customer believes he/she is indeed eligible. When that is complete, the Eligibility Staff will provide the customer with the list of required paperwork for determination and provide the customer with the application. The Eligibility Staff will review the application and paperwork requirements to ensure the customer has an understanding of the requirements, and based on the program start date, will instruct the customer on the deadline for completion of the application and paperwork submissions.

2.3 Notification of Award – CCWA will notify financial assistance recipients in writing of their eligibility and awarding policies. A copy will be retained in CCWA's records.

2.4 Award Amount Determination – Customers will be awarded funding based upon family income and county of residence according to the MIT Living Wage Calculator (Customers who fall below living wage for their county [could be 200% or 400% of poverty level] will qualify for 100% of student up front responsibility [1/3 tuition] under Workforce Credential Grant). Funds will be awarded on a first-come, first serve basis. Customers can be awarded additional funding for up to three Industry Certifications if the customer can justify that the certifications are stackable and can strengthen employability potential. When a customer requests enrollment in a second/third program that does not result in a stackable credential, the burden of proof will be on the customer to justify why an exception should be made (extenuating circumstances) for funding the alternative industry tract. The Financial Assistance Award Chart (Appendix D) provides income intervals to qualify for Financial Assistance funding under the Workforce Credential Grant.

2.4.2 When all paperwork has been submitted and the determination is complete, the Eligibility Staff will notify the Enrollment Specialist of the funding breakdown for the class. That in turn will be communicated to the CCWA Business Office. The AVP will be updated on Financial Assistance approvals for various industry programs on an ongoing basis.

2.4.3 The Financial Assistance staff will inform the customer of the differential (if any) that needs to be paid by the customer prior to enrollment and will communicate this information to the Enrollment Specialist responsible for the registration. Staff will follow routine CCWA procedures for enrolling and notifying the customer from that point forward.

3.1 CUSTOMER REQUIREMENTS

3.1 Requirements for Successful Completion – Requirements for Successful completion “S” grade for a course is provided in the syllabus for each class; (see program coordinator for syllabus information). Customers must follow the syllabus for attendance, participation, coursework, quizzes and tests; as set forth by the curriculum syllabi. Failure to complete the class successfully will result in an unsuccessful or “U” grade, which will result in further action as agreed upon by the customer when signing the FastForward/WCG Agreement statement, as referenced below.

▪ **FOR STUDENTS RESPONSIBLE FOR PAYING FOR THEIR COURSE:**

If I do not successfully complete the course by earning an “S” grade within thirty (30) days of the course end date, I agree to pay an additional 1/3 of the total course cost to: Community College Workforce Alliance. If I earn an “S” grade within thirty (30) days of the program end date, I will not have any further financial obligations to the College for this course.

3.2 Failure to Complete – Customers who fail to complete a funded program of study are not eligible for additional awards unless a hardship claim is made by providing written proof of an extreme situation, which prevented completion. The Vice President or Associate/Assistant Vice President of Workforce will evaluate situations on a case-by-case basis.

3.3 Responsibility of Customer – Upon successful completion of the credential exam in which the student has successfully completed the class, the student will inform CCWA and supply a copy of the credential to the CCWA program coordinator/staff (Appendix E).

3.3.1 Customers participating in programs whereby an associated credential/certification test is not embedded in the course will be expected to participate in the industry certification assessment outside of CCWA at the industry approved testing center. Customers will be expected to share with CCWA their examination results and provide copies of the certification. Customers must understand and sign this agreement prior to participation in a funded program.

3.3.2 If the student fails to pass credential test, the student will be responsible for additional certification test fees.

4.1 PURPOSE OF AWARD

4.2 Funding Purposes – Awards made to customers may only be utilized for an identified eligible program (Appendix B) and testing for credentials and/or certifications related to that particular program. Customers who fail to pass the credential testing on the first attempt may be approved for second test on a case-by-case basis after interviewing with the Vice President or Associate/Assistant Vice President of Workforce to determine if the second attempt is likely to result in success. Awards may not be used to pay for indirect costs such as personal expenses, transportation or childcare. The award may pay for the cost of books and/or other course materials. Note: Appendix B may change periodically to include additional programs depending on approval by VCCS.

5.1 REFUNDS

5.2 Refunds - If a customer using Financial Assistance withdraws from a class prior to course completion, refunding of the financial assistance funds will follow the standard CCWA refund policies. If the customer was required to provide out-of-pocket funds, those funds will not be refunded until all non-credit grant funds have been recouped.

Customer Signature

Date



A partnership between
Brightpoint &
Reynolds Community Colleges

Financial Aid Application Workforce Credentials Grant (FANTIC) and (G3)

Copies of the following eligibility documents are required for qualification of Non-Credit Grant Funding.

First Name _____ MI _____ Last Name _____

Address _____

Phone Number _____ Email _____

1- Proof of Income - One of the following items is required to show household income.

- Current DSS SNAP letter of benefits
- Most recent Tax Return **WITH** all W2s
- Most recent Tax Transcript from IRS.gov- <https://www.irs.gov/individuals/get-transcript>

2- Proof of Household size- One of the following is required to show household size.

- Current DSS SNAP letter of benefits
- Most recent Tax Return
- Most recent Tax Transcript
- Notarized letter stating number of people living in household

3- Proof of Residency- One of the following items is required to show Virginia residency for one year.

- Voter Registration- <https://vote.elections.virginia.gov/VoterInformation/Lookup/polling>
- Housing contracts showing the past 12 months with VA address
- Utility bills showing the past 12 months with VA address
- Bank statements showing the past 12 months with VA address

4- Proof of Right to Work- One of the following items is required to show right to work in the United States.

- US Birth Certificate (no tears)
- US Passport
- Naturalization Certificate
- Permanent Resident Green Card (front and back)

5- Proof of Social Security Number- One of the following is required to show a Social Security number.

- Signed Social Security card- <https://www.ssa.gov/ssnumber/>
- W2 showing all 9 digits of your social security number

6- DMV issued Identification- One of the following State issued picture IDs is required.

- Virginia Driver's License
- Virginia Learner's Permit
- Virginia Identification Card

7- Selective Service- One of the following is required to show compliance with Military Selective Service Act.

- Selective Service Registration- <https://www.sss.gov/>
- I am a female
- I am exempt



Please answer the following questions to determine grant eligibility.

- | | | | |
|---|-----|----|----------|
| 1) Do you have a GED or High School diploma? | YES | NO | |
| 2) Are you currently enrolled in any for-credit academic course work? | YES | NO | |
| If yes, please list current classes: _____ | | | |
| 3) Are you a veteran who is eligible for GI Bill funding? | YES | NO | |
| 4) Are you currently employed? | YES | NO | |
| 5) Are you eligible for SNAP- Supplemental Nutrition Assistance Program? | YES | NO | not sure |
| 6) Do you have dependent children? If yes, how many? _____ | YES | NO | |
| 7) Are you able to be claimed as a dependent on someone else's tax return? | YES | NO | |
| 8) Are you working with any of the following? If yes, please mark which one: | YES | NO | |
| <input type="checkbox"/> WIOA- Workforce Innovation & Opportunity Act
<input type="checkbox"/> DARS- Department for Aging & Rehabilitative Services
<input type="checkbox"/> VIEW- Virginia Initiative for Employment Not Welfare
<input type="checkbox"/> OCWB- Office of Community Wealth Building | | | |

Any additional information you would like to provide: _____

Please include all documentation with application. If you are not able to provide a piece of documentation, please explain below.

By signing this form, **I agree to provide a copy of the credential awarded** upon the completion of all required coursework and/or certification test. I certify that the information in this application is true and complete to the best of my knowledge and, if I later determine any information in this application to be represented incorrectly, I will contact Community College Workforce Alliance.

Customer Signature Date