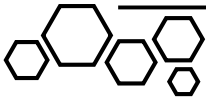


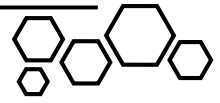


## Application for Financial Aid

  
**Workforce Solutions**



# Application for Financial Aid



Workforce Solutions' mission is to provide services that help businesses meet their workforce needs and help individuals build careers. Our Employer Service staff works with businesses to be sure we identify occupations where there is a present and future need for qualified workers and where people can expect to earn good wages. Our Career Office staff matches people with available job openings and provides advice to help them make good career decisions. Sometimes we provide financial aid to help our customers with:

- *Scholarships and Education Support*
- *Work Search*
- *Work*

Your signature on a Workforce Solutions Application Addendum may allow us to help you with a small amount of one time or short-term financial aid not to exceed \$200.

Completion of this financial aid application will give us the information we need to let you know if you are eligible to receive financial aid in larger amounts. Before we approve your application, you will have to provide proof that the information you give us is true and correct. We will ask you questions about your family income, financial resources and living expenses.

Workforce Solutions staff members are available at each office to help you with the application. Our Personal Service Representatives will work with you to develop an employment plan and keep in touch with you to make sure you are on track to meet your goals.

We will discuss your responsibilities to Workforce Solutions to assure continued financial aid throughout the period covered in your employment plan.

You will receive an award letter from your Personal Service Representative when we have final approval of your application.

This application is valid for 45 days after you complete and deliver it to one of our offices. Final approval of financial aid requires the following:

- You meet one of Workforce Solutions eligibility criteria because:
  - *Your family income is at or below the qualifying level, or*
  - *You are out of work through no fault of your own or have received an official lay-off notice and*
  - *You need financial aid to help you work or train for a new career*

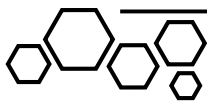
- You provide documents we request to prove the information on the application is true and correct.

You must provide the proof within \_\_\_\_\_ business days of our request.

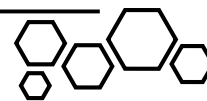
- You work with a Workforce Solutions staff member to develop an employment plan clearly stating your work goals and the path to meeting the goal.
- You comply with the requirements attached to your award letter to continue receiving financial aid. For example, if Workforce Solutions gives you a scholarship you must give us information to show you are passing your courses and continuing to attend class.

Call **1-888-469-JOBS (5627)** or come into any Workforce Solutions office for an appointment to get information and/or apply for financial aid.

You can find a list of all Workforce Solutions offices at:  
<http://www.wrksolutions.com/jobs/careeroffices/careeroffices.asp>



# Application for Financial Aid



## INSTRUCTIONS ON FILLING OUT THE APPLICATION

### SECTION I: APPLICANT INFORMATION

Anyone applying for Workforce Solutions financial aid must provide some basic personal information. Please give us your name, address, all telephone numbers where we can contact you, and your e-mail address, if you have one.

- A. Check one or more of the boxes next to the financial aid you need. If you are requesting financial aid for something not listed, write what you want on the line next to “Other (list)\_\_\_\_\_”
- B. If you receive a government benefit listed on the application, your eligibility for those benefits may make you eligible for, or give you priority in receiving, Workforce Solutions financial aid. Please check all the boxes that apply.
- C. The additional information requested in this section will often make it easier for us determine the availability of the financial aid you are requesting. Check the boxes that apply to you and, if applicable, tell us the usual number of hours a week you work or go to school.

If you have received TANF or been invited to Workforce Solutions because you receive SNAP you may call us before completing the Family Income sheets.

### SECTION II: FAMILY INFORMATION

To qualify for most of Workforce Solutions financial aid you must meet family income guidelines. Sometimes we require you to pay a portion of your expenses depending on your family income.

If completing these forms online, fill-out pages 4 & 5 of this packet and return to your nearest Workforce Solutions office.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

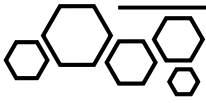
Texas Relay Numbers:  
1-800-735-2989 (TDD)  
1-800-735-2988 (voice) or 711

Child Care

Scholarship

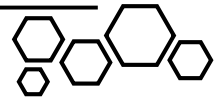
Transportation

Other



# Application for Financial Aid

## Section I – Applicant Information



Name:	SSN:
Address:	
Telephone: (Home)	(Cell)
Email Address:	

A. What financial aid are you applying to receive? Please check all that apply:

- Scholarship for school
- Transportation assistance
- Child care financial aid
- Other (list) \_\_\_\_\_

B. Check any benefits listed below that you receive now or have received in the last six months:

- | Now:                     | Last 6 Months:           |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | Temporary Assistance for Needy Families (TANF) |
| <input type="checkbox"/> | <input type="checkbox"/> | Supplemental Nutritional Assistance (SNAP)     |
| <input type="checkbox"/> |                          | Supplemental Security Income (SSI)             |
| <input type="checkbox"/> | <input type="checkbox"/> | Unemployment Insurance                         |
| <input type="checkbox"/> |                          | Extended Unemployment Insurance                |
| <input type="checkbox"/> |                          | Trade Adjustment Assistance (TAA)              |
|                          |                          | <input type="checkbox"/> Lay off date: _____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Workforce Solutions Financial Aid              |

C. Additional information to help us:

Are you a veteran who served in the active military, naval, or air service or a qualified spouse? Yes  No

Are you now or have you ever been a foster child? Yes  No

Are you currently working? Yes  No

If yes, number of hours per week \_\_\_\_\_

Name of Employer \_\_\_\_\_

Are you currently attending school? Yes  No

If yes, number of hours in class per week \_\_\_\_\_

Number of credit hours this semester \_\_\_\_\_

Name of school \_\_\_\_\_

Do you receive scholarships, grants or loans to help you go to school? Yes  No

If yes, enter amount if known \$ \_\_\_\_\_

The information submitted here is accurate to the best of my knowledge.

Your Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

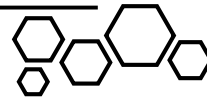
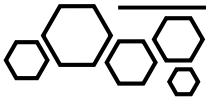
Staff Initials: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child Care

Scholarship

Transportation

Other



# Application for Financial Aid

## SECTION II – FAMILY INFORMATION

Complete the section below about the people who live in your home. Begin with your information, and then list the people who live with you and their relationship to you. List each person’s age and approximate monthly gross income.

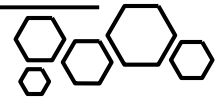
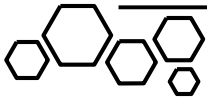
Name	Relationship	Birth Date	Approx. Monthly Gross Income	Check if you or a family member have a disability <i>*Optional</i>
1.	Self		\$	
2.			\$	
3.			\$	
4.			\$	
5.			\$	
6.			\$	
7.			\$	
8.			\$	
9.			\$	
10.			\$	

If more than 10 people live in your home, please add the others here.

Information submitted in this application is a complete and accurate representation of my family’s circumstances at this time.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

FOR STAFF USE ONLY		
Staff Signature:		
Staff Name Printed	Application Date	# in family for eligibility purposes
Eligible for WS Financial Aid: Yes <input type="checkbox"/> No <input type="checkbox"/> Reason:		



# Financial Aid

## Customer Information

### What We Do

We provide financial aid to help you get a job, keep a job or get a better job.

### How We Help

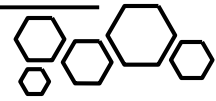
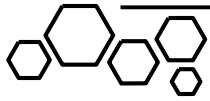
We can:

- Fund scholarships for education and training in certain high-skill, high-growth jobs\*
- Help pay for expenses you may have
  - looking for work, such as transportation
  - going to school, such as child care costs or tuition, books and fees
  - starting to work, including limited amounts for clothing, tools or licenses you need to take a job offer
  - going to work, such as child care

### How You Qualify

- Be a resident of our area: Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Walker, Waller or Wharton counties
- Complete our Financial Aid Application and provide proof of eligibility by the deadline we give you (usually 10 business days)
- Meet eligibility requirements including age, family income level, work status, and others by providing us certain documents
- Occasionally, Workforce Solutions has a wait list for financial aid. Sign up by asking any Workforce Solutions staff member

Ask a Workforce Solutions counselor about financial aid that totals less than \$200 to help you go to work right away!



# Financial Aid

## Customer Information

### Common Documents

The following are some of the documents we may ask you to provide in your application for more than \$200 of financial aid:

- Proof of U.S. citizenship or ability to work in the United States
- Proof of U.S. citizenship or legal immigrant status for each child on whose behalf you request our help with child care expenses (birth certificate, alien registration card I-551, etc.)
- Proof of income for all working household members, including name, address, and phone number of the employer, work hours/days, rate and schedule of pay
- Proof of household income received from other sources such as TANF, Child Support, SSI, etc. (For us to help with your child care expenses, we must have proof that you receive child support or have applied for child support for all your children through the Attorney General's Office if you are a single parent).
- Proof of layoff (such as a letter from your employer) and/or unemployment insurance benefit documents
- Proof of your current school hours and registration that includes documentation of your degree plan (if you're pursuing one) and your credit/clock hours if you're going to school
- Name, address, phone number, city, and zip code of the licensed or registered child care provider in our network that you would like to use if you're asking for assistance with child care expenses.

### Helpful Information

Main telephone: 1-888-469-JOBS (5627)

On the Web at: [www.wrksolutions.com](http://www.wrksolutions.com)

[\\*Careers we support with scholarships](#)

[How to apply for financial aid](#)

[Application form](#)

[Office locations with e-mail address to submit applications](#)