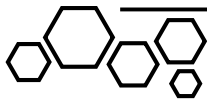


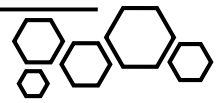


## **Application for Financial Aid**

  
**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 the full 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 Financial Aid Specialists are available to help you with the application and to give you good information about other financial aid that may help you. 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.

The Personal Service Representative 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 Workforce Solutions Counselor when we have final approval of your application for financial aid.

This application is valid for 45 days after you deliver it to one of the Workforce Solutions Financial Aid Specialists. Final approval of financial aid requires the following:

☐ A Financial Aid Specialist tells you that 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*

☐ The Financial Aid Specialist will ask you to provide some documents to prove the information on the application is true and correct.

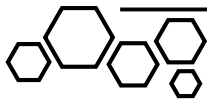
You must provide the proof within \_\_\_\_\_ days of our receipt of your application.

☐ If you are asking for a Workforce Solutions scholarship, or more than \$200 in other financial aid, we may require you to work with a Workforce Solutions staff member to develop an employment plan clearly stating your work goals and the path to meeting the goal.

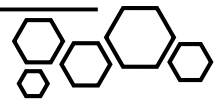
☐ The Workforce Solutions staff member will tell you about other requirements that you may have to meet to continue receiving financial aid. For example, if Workforce Solutions gives you a scholarship you must give us information to show you are passing your courses and continuing to attend class.

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

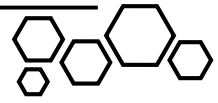
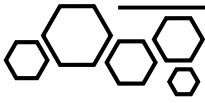
Anyone applying for Workforce Solutions financial aid must provide some basic personal information. Please give us your name, address, all telephone numbers where we can contact you, and your e-mail address, if you have one.

- 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.



# 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"/> |                          | 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 \_\_\_\_\_

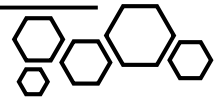
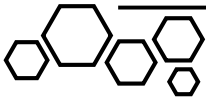
Do you receive scholarships, grants or loans  
to help you go to school? Yes ☐ No ☐

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

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

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

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



# 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 me the my family's circumstances at this time.

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

### FOR STAFF USE ONLY

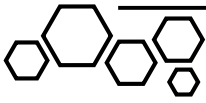
Staff Signature:

Staff Name Printed

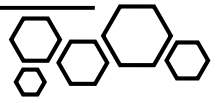
Application Date

# in family for eligibility purposes

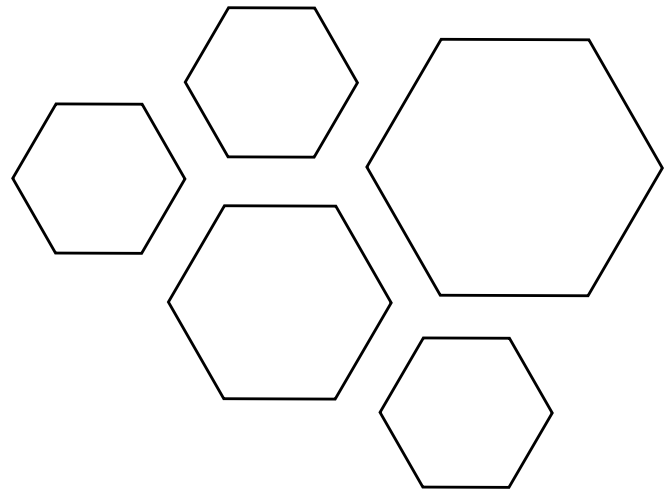
Eligible for WS Financial Aid: Yes ☐ No ☐ Reason:



## Notes

[illegible]

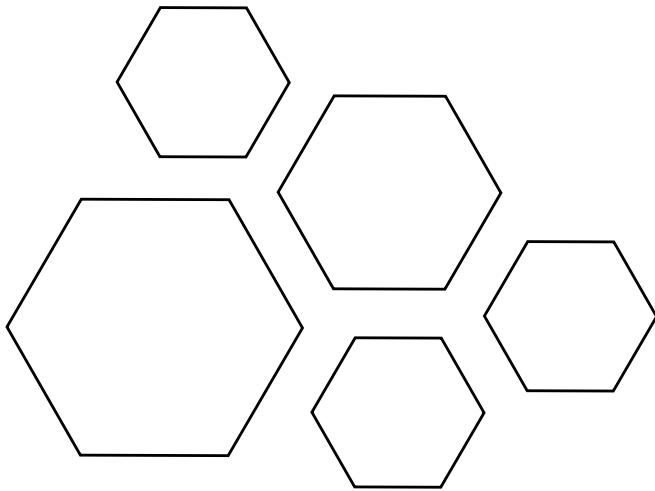




**1-888-469-JOBS (5627)**

YOU CAN ALSO VISIT US ON THE INTERNET

**@ [www.wrksolutions.com](http://www.wrksolutions.com)**



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



**Workforce Solutions**