



WS 11-12 Reissued
October 4, 2011
Financial Aid
Expires: Continuing

To: Career Offices
Financial Aid Payment Office

From: Rodney Bradshaw
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David Baggerly

Subject: Managing Financial Aid/Income Guidelines

Purpose

Provide revised income guidelines for determining eligibility for financial aid over \$200 and note a change in processing applications for child care financial aid.

Background

Use these guidelines when it is necessary to apply an income test to qualify a customer for financial aid.

- Note that an income test is not required for customers applying for scholarships funded by the WIA National Emergency Grant – Multi-Company Layoff through the Aerospace Transition Center. These customers are also exempt from the co-pay requirement for dislocated workers.

Child Care Financial Aid

Beginning in October 2011, we will use TWIST to record and process applications for child care financial aid. This process will be different from the process we have used previously.

1. There are separate Initial Eligibility and Sustaining Eligibility income levels for customers applying for the general Low Income child care financial aid.
2. There is only one eligibility income level for customers applying for Local Match child care financial aid.

3. Beginning in October 2011, income eligibility limits will be set in TWIST. Because TWIST can only store one eligibility rule, we will use the following process for determining customers eligible for both Low Income and Local Match child care financial aid:
 - a. TWIST will store the Local Match eligibility rule – that is the Sustaining Eligibility level or 85% State Median Income. TWIST will mark applicants with incomes below 85% of the State Median Income as eligible.
 - b. Staff must take the additional step of manually testing a customer’s monthly gross income against our Initial Eligibility guideline for customers applying for Low Income child care financial aid.
 - c. If a customer applying for Low Income child care financial aid is above the Initial Eligibility level but below the Sustaining Level, the individual is not eligible for Workforce Solutions assistance, even though TWIST may show him or her as eligible.
 - d. Process applications for Low Income child care financial aid only for those individuals whose income staff have manually determined falls at or below the Initial Eligibility level.

Action

Ensure staff uses the new process for child care financial aid and the attached Financial Aid Income Guidelines immediately.

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff to David Baggerly at dbaggerly@wrksolutions.com.

Attachments

Financial Aid Income Guidelines