



PENINSULA COLLEGE WORKER RETRAINING APPLICATION 2019-2020

If you have experienced a major change in your employment or circumstances in the last 48 months, you may be eligible for financial assistance through the Worker Retraining Program. You must be enrolled in a **Professional-Technical Education Program** and meet all other qualifications (see other side).

Tuition, fees, and books, and supplies will be awarded through Worker Retraining only for those classes required for your professional-technical program. Child or dependent care and transportation assistance are also available. **You must also apply for other sources of financial aid by filing the most current FAFSA (Free Application for Federal Student Aid) application.**

Complete and submit this form and any documentation to the Worker Retraining Office at Peninsula College using the following information:

Worker Retraining
Email: WorkerRetraining@pencol.edu
Phone: (360) 417-5692 or 6263

Which quarters do you require financial assistance with?

Summer Quarter ____ Fall Quarter ____ Winter Quarter ____ Spring Quarter ____

Last Name: _____ First Name: _____
SSN #: _____ SID #: _____ Phone #: (____) _____
Email: _____ Program of Study: _____

After reading the eligibility category descriptions on the opposite page, please explain how your financial situation has changed within the past 24-48 months that makes you eligible for Worker Retraining:

Have you received Worker Retraining funding at Peninsula College before? Yes No

Are you currently receiving SNAP benefits (food stamps)? Yes No

Are you currently receiving TANF benefits? Yes No

Have you applied for or are you receiving any agency assistance? Yes No

If yes, which agency? (check all that apply)

- WIA (WorkForce Investment) Trade Adjustment Act Labor and Industry
 Opportunity Grant VRAP Program GI Bill
 WorkFirst (BFET) Basic Food Employment & Training
 Other: _____

Do you require assistance with child or dependent care expenses with a licensed care provider? Yes No

If yes, please provide the following documentation:

1. Verification that you are responsible for your child(ren) or dependent(s) in the form of a tax document listing them as dependents
2. Proof of your weekly/monthly childcare expenses in the form of a receipt or letter from your licensed care provider

(OVER)



Please check the box that best describes your situation. **Your application cannot be processed until we receive the mandatory documentation.**

Dislocated Worker – Within the last 48 months

- Laid off or terminated from employment due to no fault of your own and is eligible for unemployment compensation benefits; **or**
- Has received a notice of layoff from employer and is eligible for unemployment compensation benefits; **or**
- Has exhausted unemployment compensation benefits within the last 48 months
 - Required Documentation (1 of 2):
 1. Copy of your last unemployment stub, W2 showing unemployment
or
 2. A copy of your lay-off letter from your employer **and** a signed statement in which you certify that you are eligible for unemployment benefits and will supply the above documentation once you begin claiming

Displaced Homemaker – Within the last 48 months

- Primary homemaker and dependent on the income of another family member, but no longer supported by that income due to divorce, unemployment, death or disability and now unemployed or underemployed and in need of entering the labor market.
 - Required Documentation (2 of 2):
 1. A document verifying that you lost the income of the person that was supporting your family within the last 24 months (separation or divorce decree, restraining order, tax return, death or disability notice, layoff letter, unemployment stub, etc.)
 2. A signed statement that explains your situation and self-certifies that you meet the definition of a Displaced Homemaker.
 3. **If employed, you must submit a copy of your most recent paystub.*

Formerly Self-employed – Within the last 48 months

- Unemployed as a result of general economic condition in the community or natural disasters
 - Required Documentation (2 of 2)
 1. Official documentation showing you were self-employed (tax return, business license, etc.)
 2. Proof of economic decline (Demand-Decline List)

Eligible Veteran

- Separated from the U.S. armed service in the last 48 months
 - Required Documentation:
 1. Copy of your DD214 showing a discharge or separation within last 48 months

Active Duty Military

- Active duty military members who have received an official separation notice
 - Required Documentation:
 1. Copy of your DD214 showing an upcoming separation date

Vulnerable worker – Currently employed

Current Job Title: _____

- Individuals who are *currently employed* but vulnerable to economic dislocation or layoffs because their skills need upgrading.
Must meet 2 of the 3 following qualifications:
 - Not reached 45 college credits plus any certificate or degree
 - Currently employed in an occupation identified as “not in demand” or “balanced”
 - In order to remain employed, you need to obtain new skills.

Stop-Gap Employed – Currently employed

Current Job Title: _____

- Dislocated workers (within the last 48 months) who have secured temporary employment that pays less than the individual’s wage of self-sufficiency. You cannot currently be earning more than 80% of your previous wages.
 - Required Documentation (3 of 3):
 1. Copy of your last unemployment stub,
or W2 showing unemployment received
 2. Copy of your last paystub or W2 from your former place of employment
 3. Copy of your most recent paystub from current place of employment

Peninsula College does not discriminate on the basis of race, color, religion, national origin, sex, disability, or age in its programs and activities. Coordination of compliance is the responsibility of the Human Resources Officer, PC HR Office, (360) 417-6212.