

Workforce Innovation and Opportunity Act (WIOA) Tuition Assistance

Niagara County Employment and Training is currently accepting applications for tuition assistance. Several factors may affect approval including funding availability.

**** Please note that only COMPLETE WIOA Funding Applications will be accepted (this includes answering all sections on this application, SIGNING the attestation, as well as completing the attached paperwork).**

Participant Requirements include but are not limited to:

- ✓ Must be at least 18 years old
- ✓ Must be a NIAGARA COUNTY resident
- ✓ Must not be in default status on a student loan
- ✓ Must show a need to obtain marketable skills which can lead to FULL-TIME EMPLOYMENT
- ✓ Must have related work experience (paid or unpaid)
- ✓ Must possess required academic skills and knowledge (Applicants may be required to take a Test of Adult Basic Education)
- ✓ Must be accepted into the training program of choice PRIOR to approval
- ✓ Must have worked a minimum of 6 months at one job

Program Requirements include:

- ✓ WIOA Application **MUST** be submitted a **minimum of THREE weeks BEFORE** the start date of your program.
- ✓ Training must lead to FULL-TIME EMPLOYMENT (**those planning to transfer into a different school/program at the completion of training will NOT be considered**)
- ✓ Program must be completed in ONE YEAR OR LESS
 - ❖ NOTE: Requests can be made for the last year of a multi-year program (you will need at least a 90% attendance rate, 2.0 GPA, and a passing grade on all core courses).
- ✓ Participant **MUST** have an immediate goal of full-time employment upon completion of program with no plan to continue on for further education.

PLEASE NOTE: Upon meeting with one of our Niagara County Employment & Training Counselors, you will be required to produce:

- ✓ Labor market research (5 want ads) showing availability of full time entry level employment (0-2 years' experience) and average rate of pay in anticipated career field within your commuting area
- ✓ Acceptance letter from eligible school listing start and end dates and ALL costs
- ✓ Job search worksheet (if you are not currently employed full time= 32 hrs. per week) (see attached)
- ✓ *Other paperwork deemed necessary for WIOA Funding Eligibility Purposes*

PLEASE DIRECT QUESTIONS & RETURN YOUR COMPLETED APPLICATION TO:

Karen Bolam	Phone: 278-8179
Niagara Falls One-Stop Center	Fax: 278-8585
1001 Eleventh Street	Karen.Bolam@niagaracounty.com
Niagara Falls, NY 14301	www.worksource1.com

Applicants must meet the eligibility requirements of the Workforce Innovation and Opportunity Act. Applications will be reviewed; your eligibility for funding will be determined based on the information you provide, your demonstrated need for training, and the current training in demand occupations list provided to us through our Workforce Development Board (WDB). WIOA funds cannot be used to reimburse tuition already paid for. Regardless of WIOA Funding, if you are receiving unemployment benefits you may request the 599 training application to receive benefits while in training. Certain restrictions apply.

Revised July 2017

TRAINING INFORMATION

Note: This section must be COMPLETED IN FULL. Contact the school and/or school's bookstore to obtain specific information on tuition, books, supplies, uniform, fees, etc.

Your name: _____	Date of birth: _____
Name and location of school selected:	
Contact person at school:	
Phone number of contact person:	
Start date of training:	End date of training:
COST SUMMARY:	
Tuition	
Books	
Supplies	
Other: Uniforms, tools, license fees etc.	
TOTAL COST OF TRAINING : \$	
Have you ever been funded by WIA/WIOA in the past?	
Are you in default status on a student loan?	
Are you a person with a disability?	
Does your program qualify for financial aid?	
Have you applied for financial aid?	
If so, please list amount: TAP \$ Pell \$ Other \$	
How will you cover the costs of your training over the amount of any WIOA funding award? (Please be specific)	
How will you pay for your living expenses while in training?	

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Please list the SPECIFIC training program that you are interested in?
Have you visited the school that you have listed for training?
What are the requirements to be admitted to this program? (ex. Diploma/GED, entrance exam score, college degree etc.) <i>Applicants may be required to take a Test of Adult Basic Education</i>
After you complete training, are there any requirements before you can start working in that job, such as a licensing exam? If yes, please list:
How quickly after graduation can you start working in that job?
Why do you believe you need training?
Why do you think you are well suited for this type of work? List an SPECIFIC skills you have that you believe make you a good candidate for this type of training:
List your related experience (paid or unpaid) for this training area:
How will this training build on the skills and experience you already have?
What is the average starting wage for this type of work? \$ _____ per hour Can you be self-sufficient on this wage? If not, why do you want this training?
How far are you willing to travel (one way) to a job each day? _____ miles
Are there any health or legal or Department of Motor Vehicle issues now or in your past that could affect your ability to do that job? If yes, please explain:
What method of transportation will you use to get to school? How reliable is it? What is your backup transportation plan?
If applicable, who will provide child care while you are in training?
Who is your backup childcare provider?

JOB SEARCH

If you are **NOT** employed full time (32 hours per week) currently, please provide information for **10 RECENT** (within the past 30 days) positions for which you have applied.

**** Please note that completing this Job Search Worksheet is MANDATORY to the WIOA Eligibility Process; therefore, this sheet must be filled in COMPLETELY in order for us to move forward.**

If you are employed full time, please put "working full time" in the box for the employer's name.

Your Name: _____

SPECIFIC Date of Contact (Day & Month)	Employer's Name, Address & Phone #	Method of Contact	Name of Person Contacted	Position Applied For	Was Application Taken?	Results of Contact

Please return your COMPLETED application to Alex Hall a minimum of THREE WEEKS before the start date of your program:

Niagara Falls One-Stop Center
 1001 Eleventh Street
 Niagara Falls, NY 1430

Phone: 278-8182
 Fax: 278-8585
Alex.Hall@niagaracounty.com

