



WORKER RETRAINING FOR COMMUNITY AND TECHNICAL COLLEGES

2022-23 PROGRAM GUIDELINES

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The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	March 10, 2022
Applications due in OGMS	April 21, 2022
Funding begins	July 1, 2022
Funding ends	June 30, 2023

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Table of Contents

Deadlines and Milestones.....	2
Program Contacts	2
Table of Contents.....	3
Overview	5
Who May Apply	5
Applicant Guidelines.....	5
How Does the Provider Apply	5
Background	6
Governing Legislation	6
Funding for 2022-23	6
College Allocations	6
Redistribution Policy (formerly "Take Back" Policy).....	7
Annual Allocations.....	7
General Requirements	7
Advisory Committee	7
WRT Financial Aid Advisory Committee	7
Worker Retraining Plan.....	8
Student Eligibility	9
Student Eligibility and Work Attend Code Definitions	9
Co-Enrolling Worker Retraining and WorkFirst Students.....	12
Worker Retraining Intent Codes	13
Minimum Standards for Satisfactory Academic Progress	14
Financial Aid Guidelines	14
Training Completion Aid Guidelines.....	16
TCA Eligibility.....	16
TCA Awards	17
TCA Procedures	18
WRT Program Accountability	18
Enrollments	19
Completions.....	19
Job Placement and Job Retention.....	19
Wage Recovery.....	19

Application Planning and Submission Process.....	19
Program Mix	20
OGMS Application Sections.....	20
Applicant Information.....	20
Appendix A: Additional Guidance on Student and Program Eligibility	23
Additional Guidance on Expanded Eligibility – Work Attend Code 86	23
Additional Guidance on Disaster Eligibility Policy – Work Attend Code 87	23
Worker Retraining and Non-Credit Bearing Courses	24
PeopleSoft Plan Codes and Student Intent Crosswalk.....	24
Nursing Pathways Coding for Worker Retraining Students	25
Appendix B: Sample Student Eligibility Documentation	26
Dislocated Worker Documentation	26
Displaced Homemaker Documentation	30
Appendix C: Worker Retraining Self Attestation Form.....	31

Overview

The Worker Retraining (WRT) program provides funding to Washington State community and technical colleges for dislocated and unemployed workers to enter approved training programs and receive related support services including financial aid, career advising, educational planning, referral to training resources, job referral, and job development. Washington's community and technical colleges (CTCs) play a major role in the state's economic development. Through regional collaboration and identification of key industries and clusters, colleges ensure a mix of program offerings that strategically align with industry training needs and contribute to regional competitive advantage.

Who May Apply

This grant is open to community and technical colleges in Washington State as defined under [RCW 28B.50.030](#).

Applicant Guidelines

SBCTC requires that each college district submit an application through OGMS annually describing key elements of the college's WRT Plan (for more information on the plan, see the [Worker Retraining Plan](#) section). Colleges should begin the planning process well in advance of the application deadline, including engaging key campus administrators in budget, instruction, and student services areas. Provide enough time to meet with the general WRT advisory committee to develop initial recommendations and then again to approve the final plan prior to application submission.

The WRT application includes the following key elements:

- Program Mix, describing which professional-technical and basic skills programs WRT Enrollment Support funds will be directed towards and providing justification for the investment
- Budget, describing how much will be spent in each category to achieve the desired results
- Budget Narrative describing the purpose of the funding allocated in each category and determined necessary to achieve the desired result
- Advisory Committee Roster identifying the current members of the general WRT advisory committee, their terms and affiliation
- Assurances Document, verifying that the college administration and WRT general advisory committee were active in developing the annual plan

How Does the Provider Apply

Access the 2022-23 Worker Retraining Application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for FY23.

Submit completed applications for continuation of funding to the SBCTC through OGMS no later than April 21, 2022 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on April 21, 2022.

Background

Governing Legislation

In 1993, the Washington State Legislature passed ESHB 1988 that provided for employment and training services including funding for dislocated workers. In 2010, the passage of ESSHB 2630 included the addition of priority funding for applicants working toward careers in specific industries (aerospace, health care, advanced manufacturing, construction, forest products, and renewable energy); high-demand occupations in strategic industry clusters; and occupations and industries identified in collaboration with local workforce development councils.

Funding for 2022-23

Funding for the WRT program comes from the State General Fund. The community and technical colleges may use funds for two purposes: 1) to provide financial aid to WRT students, and 2) to create and support WRT-eligible educational programs and support administrative staffing for WRT-related services —also referred to as Enrollment Support. Funds are distributed to colleges on the basis of Full Time Equivalent Student (FTES). FTES provide for costs associated with full-time participation by one student per year. The 2022-23 allocation assumes the following FTES values:

- Enrollment Support: \$3,620 per FTES
- Financial Aid: \$1,505 per FTES which can be used as financial aid and/or training completion aid
- Combined Enrollment Support and Financial Aid: \$5,125 per FTES

College Allocations

Funds are allocated to the community and technical colleges through a formula that calculates funding and FTES target based on two mechanisms: base WRT FTES and fluid WRT FTES. The base FTES portion of the allocation is established from prior funding and service levels. The number of variable FTES awarded is determined by two factors—market share of WRT enrollments among CTCs and regional unemployment rates. 60 percent of the variable formula is based on the college's calculated average of the last two years of actual FTE enrollments divided by the total number of system-wide WRT enrollments. 40 percent of the variable is based on the college's regional (county or multi-county area) share of the total number of unemployed for the last calendar year. The unemployment estimate, produced by the Employment Security Department (ESD), includes but is not limited to unemployment insurance claims. It also considers a household survey of residents to capture people who are unemployed but not claiming unemployment insurance benefits.

Redistribution Policy (formerly "Take Back" Policy)

If the actual WRT enrollments at a college fall short of allocated FTES for two years in a row, the college is subject to a reduction in FTES in the next year going forward. The reduction is equal to 75 percent of the difference between the allocated and actual FTES in the second consecutive year of missed targets.

Annual Allocations

The projected allocation numbers provided for planning purposes do not include enforcement of the redistribution policy. For planning purposes, it is assumed that colleges meet target, if this is not the case SBCTC staff will contact districts that may be subject to the take-back policy to discuss potential impacts on allocations. The redistribution policy is enforced after annual enrollments are reported, usually in late July. Colleges must revise their annual plans to accommodate any changes in FTES allocations.

General Requirements

Advisory Committee

Active involvement of business and labor participants in training programs is essential. Each college is required to have a general WRT advisory committee. The advisory committee is charged with providing general guidance regarding the mix of programs funded with Worker Retraining Enrollment Support dollars, receiving updates from college staff regarding the execution of the program, and providing guidance and assurances for the annual WRT plan. The committee must include a majority of business and labor participants, and also should include representatives from agencies and community groups such as Employment Security, workforce development councils, and economic development organizations. The size and make-up of this committee should reflect local circumstances. College employees who participate in WRT advisory committees should be ex-officio members. A minimum of two advisory committee meetings must be held during each calendar year. Most colleges have an average of three to four meetings each year.

The SBCTC currently supports collaborative efforts between statewide business and labor organizations and colleges to recruit members to serve on advisory committees and ensure business and labor involvement. Business and labor liaisons work directly with college staff to support business and labor participation in program development. Contact the WRT Program Administrator for assistance.

WRT Financial Aid Advisory Committee

Each college must establish a WRT Financial Aid advisory committee comprised of those people on and off campus who are involved in WRT Financial Aid. Colleges should decide the composition of the advisory committee; however, the committee should consist of at least:

- Financial Aid Director or person designated to administer funds
- Worker Retraining Coordinator/advisor
- Worker Retraining Counselor/intake person

- Employment Security representative
- Registrar or the person responsible for coding
- Representatives from agencies who serve dislocated workers

The WRT Financial Aid advisory committee is charged with managing the policies and practices of the student aid portion of the WRT allocation. The [Financial Aid Guidelines section](#) has more information on the role of this group and the administration of WRT Financial Aid.

Worker Retraining Plan

The WRT program's legislative intent requires that colleges link students to high wage, high employer demand programs that will result in successfully reconnecting to the labor market. An annually-updated local Worker Retraining plan must be on file at the college and available for review. It should include:

- **Economic Development:** Descriptions of local and regional economic development needs and how the WRT program will connect with and contribute to these needs.
- **Expanded Eligibility Policy:** Documented advisory board decision on whether to use the policy, and justification for the decision.
- **Program Mix:** The mix of programs that the college will invest WRT Enrollment Support funds in which links students to high will wage, high employer demand programs of study.
- **Program Support Services:** Descriptions and funding requests for the items or activities that directly serves or assists WRT students.
- **Program Administration:** Descriptions and funding requests for the items or activities that are engaged in administering the WRT program.
- **Special Circumstances:** Descriptions and funding requests to increase the college's ability to respond to changing economic needs.
- **WRT Advisory Committee:** Dates of committee meetings held since the previous year's application submission, and a list of the names, addresses, and affiliations of advisory committee members. As part of its application, each college will upload a current list of the names, addresses, and affiliations of advisory committee members (form provided in OGMS).

The plan must be developed in cooperation with and endorsed by the college's general WRT advisory committee. As evidence of this plan, colleges are required to submit an application through OGMS each year, which includes the annual program mix, budget, and budget narrative. Colleges must limit their plans to the funding and FTES assigned for planning by SBCTC. The college's plan will then be reviewed by SBCTC staff. If needed, the college will be asked to resubmit a plan that includes any requested changes and/or additional information. For more information on the application process, see the [Application Instructions](#) section.

Student Eligibility

WRT funds are intended for dislocated and unemployed workers. The WRT advisory committee is responsible for establishing policies and practices regarding student eligibility that comply with those set forth in this document.

In order for a student to be found eligible for Worker Retraining, and then coded with a Worker Retraining Work Attend code, the following must be true:

- The student is potentially eligible under one of the Worker Retraining eligibility categories. These categories correspond with the Work Attend 80s codes (for campuses using the legacy SMS system) or the Student Attribute Values SW01-10 (for campuses using PeopleSoft).
- There is a Worker Retraining application on file, which shows the student applied, was screened by a college staff person, and was found eligible.
- Suitable documentation is on file which establishes their eligibility for the program and corresponds with the Work Attend code they are coded under. Examples of documentation are included with each eligibility category below.
- There is an educational plan on file for the student in a WRT-eligible program (professional-technical program, applied baccalaureate program (BAS), or the student is enrolled exclusively in basic skills).

In order for a student to be then counted toward a college's WRT FTES target, they must also be coded with an acceptable Intent code (legacy SMS) or have a plan code which aligns with a professional-technical program or exclusively basic skills (PeopleSoft). See [Worker Retraining Intent Codes](#) below and [Appendix A](#) for information on eligible Intent codes.

It is critical to ensure coding practices which result in accurate and regularly reviewed counts of eligible WRT students and their enrolled number of credits. Inaccurate coding will lead to an inaccurate FTES count, impacting the college's ability to meet their WRT enrollment target.

Worker Retraining work_attend codes can be added at any time in the quarter up to the college's end of quarter data deadline (set by Registrar in coordination with SBCTC). Coding practices must include review and removal of WRT work_attend codes when the student is no longer eligible, such as at program completion, or change to ineligible Intent code (legacy SMS) or change to an ineligible plan code (PeopleSoft).

Student Eligibility and Work Attend Code Definitions

Note: On July 1, 2014, SBCTC ceased to require colleges to identify dislocated workers as long- or short-tenured. Work Attend Codes 80 and 81, formerly "long-tenured" and "short-tenured" respectively, will both be defined as "Dislocated Worker Retraining" and can be used for any student who is eligible for WRT because of their status as a dislocated worker (see definition of dislocated worker below). Colleges should code new students who are dislocated workers with just the 80 code. However, colleges may opt to consider the long-tenure and short-tenure definitions in order to prioritize Worker Retraining services offered to students. Colleges are not required to recode any students currently coded 80 or 81.

Eligibility Categories

80, Dislocated Worker Retraining (formerly HB1988 long-tenured) or SW01

- The student is currently claiming Unemployment Insurance benefits (UI); or
- is unemployed and has exhausted their UI benefits within the past 48 months; or
- has received a layoff notice and will be eligible to receive UI benefits, and will provide acceptable documentation of receiving UI benefits once they start claiming.

All students eligible under this code must meet one of the following residency-related requirements:

- The student is eligible for resident tuition and has either an active unemployment insurance claim from any state, including Washington, or has exhausted their claim within the past 48 months; or
- The student has an active Washington State unemployment insurance claim or has exhausted such claim within the past 48 months, regardless of state residency status.

81 + “ W!” , Stop Gap Employment or SW02

Stop-gap employment is temporary work an individual accepts only because they have been laid off of work or otherwise terminated from employment due to no fault of their own, most often evidenced by having initially received or qualified for UI payments. Stop-gap employment must be temporary in nature with the intent to end employment upon the completion of training, obtaining self-sufficient employment as specified in the individual education plan.

Typically, stop-gap employment will pay less than the individual’s wage of self-sufficiency. However, there may be specific circumstances where stop-gap employment does provide a sufficient wage temporarily but is not considered, or intended to be, permanent employment that leads to long-term self-sufficiency.

Colleges are required to establish a local policy that outlines the eligibility requirements that will be used to determine and document student eligibility. College policies must be in alignment with the definition of Stop Gap Employment outlined above. It should be noted that dislocated and unemployed students have priority for WRT services and financial aid.

82, Others Receiving UI Benefits, Not Dislocated or SW03

Any other unemployed individual who is currently claiming UI benefits.

83, Displaced Homemaker or SW04

An individual who has been providing unpaid services to a family member(s) in the home and who:

- Has been dependent on the income of another family member but is no longer supported by that income; and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

If the student is employed, proof of underemployment is demonstrated by net income being at or below 70 percent of Washington's [Median Family Income](#) (MFI). For example, the median income for a family of four is \$9,014 per month. 70 percent of \$9,014 can be found by multiplying that number by 0.7 ($9,014 \times 0.7 = 6,309$). A student would qualify for Worker Retraining funds if they are a displaced homemaker and earned \$6,309 or less each month.

84, Formerly Self-Employed or SW05

Was employed (including employment as a farmer, rancher, and fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

86, Expanded Eligibility Policy or SW07

To qualify vulnerable workers under the Expanded Eligibility Policy, the college must document that the student meets at least two of the following three criteria.

It should be noted that dislocated and unemployed students have priority for WRT services and financial aid. For additional guidance on the implementation of the Expanded Eligibility Policy, see Appendix A.

- The individual is employed in an occupation identified as “not in demand” (declining) on the region’s [Demand-Decline List](#);
- The individual has not reached the “tipping point,” which is defined as one year of college credits (45 credits) plus any certificate or degree related to their college course work; and/or
- In order to remain employed, the individual needs to obtain new skills. The worker (and, optionally, their employer) must attest that the minimum qualifications for the worker’s position have changed and that the employee is unable to meet the new skill standard without retraining.

87, Disaster-impacted Worker or SW08

The student lives/lived or works/worked in one of the counties declared in the disaster area at the time of the disaster; and the student’s employment situation was impacted by the disaster in one of the two following ways:

- The student lost employment or is experiencing a long-term reduction in work due to the disaster; or
- In order to get or keep a job engaged in disaster recovery activities (land/facility reclamation, etc.), the student must attain additional skills.

Use of this category is contingent upon permission granted by the Executive Director of SBCTC. See [Appendix A](#) for additional information on the Disaster Impacted Worker policy.

88, Veterans, or SW09

The individual student has separated from the U.S. armed services in the last 48 months. To establish eligibility, the student must present a DD214 (discharge papers) showing a separation date within the past 48 months.

89, Active Duty Military, Received Notice of Separation, or SW10

The individual student is an active duty military service member who has received an official separation notice from a branch of the U.S. armed services. The student must provide an official separation notice which identifies them and the date of separation.

See Work Attend Codes and Suggested Documentation table, next page.

Coding	Description	Examples of Suggested Documentation (also see Appendix B)
80 or SW01 – Dislocated Worker Retraining (formerly HB1988 long-tenured)	Dislocated Worker, claiming UI benefits Dislocated Worker, Exhausted UI within past 48 months Dislocated Worker, received notice of layoff.	UI Self-Service Portal printout; Most recent UI check stub; or Layoff notice and Monetary Determination form (for received notice of layoff category)
81 + WI or SW02	Stop Gap Employment	In line with local policy
82 or SW03	Others Receiving UI Benefits, Not Dislocated	UI Self-Service Portal printout; Most recent UI check stub
83 or SW04	Displaced Homemaker	Legal document with date of displacing event; Self-attestation affirming student’s eligibility; Recent pay stub showing income below 175% FPL.
84 or SW05	Was Self-Employed	Self-attestation affirming eligibility; Most recent tax document indicating self-employment; information indicating economic condition which led to unemployment.
85 or SW06	Boeing Displaced Workers	UI Self-Service Portal printout; Most recent UI check stub
86 or SW07	Expanded Eligibility Policy	Documentation of the student meeting at least 2 of 3 Expanded Eligibility criteria.
87 or SW08	Disaster-impacted Worker	Documentation of the student meeting required criteria for this category.
88 or SW09	Displaced Veterans	DD-214 showing discharge within past 48 months.
89 or SW10	Active Duty Military	Official notice of separation.

Co-Enrolling Worker Retraining and WorkFirst Students

The legacy student management system uses Work_Attn codes to identify students who are qualified for WRT (Work_Attn in the 80s) or WF (Work_Attn 60 or in the 70s). Because only one Work_Attn code could be assigned to a student per quarter, a student could only be considered a WRT student or a WF student in a single quarter. This was true even if both programs were supporting the student in a given quarter.

In order to provide a more accurate accounting of actual student supports, and to support accurate enrollment counting and performance reporting for both programs, SBCTC staff have developed a series of Work_Attn codes which will signify eligibility for and co-enrollment in both WRT and WF. These new codes will be available for use beginning December 12, 2016.

Work_Attn codes for students co-enrolled in WRT and WorkFirst are:

- 50 Life Skills and WRT
- 54 Customized Job Skills Training and WRT
- 56 Vocational Education at WRT
- 57 Job Skills Training and WRT
- 59 Basic and Developmental Education and WRT

Worker Retraining Intent Codes

In order to be counted towards a college's FTES target for the year, a Worker Retraining student must be eligible to be coded with an 80-series Work Attend code or an appropriate Student Attribute Value (see above) and must be enrolled in a WRT-eligible program (professional-technical program or exclusively basic skills).

For colleges using the legacy SMS system, one of the following must be true:

The student is enrolled exclusively in Basic Skills or New Change courses with CIP codes in the 32.xxxx series or CIP 98.0002; or

Enrolled with one of the following Intent codes:

- D Completing a High School Diploma or High School Equivalency
- F Vocational Preparatory
- G Vocational Preparatory Applicant
- H Apprenticeship
- I Applied Baccalaureate (BAS)
- J Job Upgrade
- K Vocational home and family life program
- M Multiple Goal Seeker

For colleges using PeopleSoft, the student's plan code or plan stack is used to ensure the student has an allowable intent (see above) or is enrolled exclusively in basic skills. For students with multiple plan codes (known as a plan stack), at least one of the plan codes must qualify. For more information and a matrix describing plan code nomenclature indicating workforce intent, as well as coding guidance for WRT students in Nursing pathways, see [Appendix A](#).

Please note: Beginning July 1, 2016, eligible WRT students enrolled in a BAS program may receive WRT financial aid. In addition, these students' enrollments will count towards the college's WRT enrollment target. Between July 1, 2014 and May 25, 2016, students with an "I" - Applied Baccalaureate program intent code were not eligible for Worker Retraining and did not count towards the FTES target.

Minimum Standards for Satisfactory Academic Progress

In addition to ensuring that students fall into one of the above eligibility categories, WRT students must also maintain Satisfactory Academic Progress as described below.

- Students must complete at least 50 percent of their enrolled credits each quarter to maintain eligibility for WRT program financial aid funds. This is the minimum completion requirement.
- Students may appeal termination from WRT Financial Aid based on extenuating circumstances. Therefore, colleges should establish written procedures for the appeal process.
- Students should follow the academic standards of the institution as they relate to grade point average.
- State refund policies apply to students receiving WRT Financial Aid funds and are not subject to the federal Return of Title IV Funds regulations.

Financial Aid Guidelines

These guidelines provide an outline for colleges to follow in administering their WRT Financial Aid funds. Using their WRT Financial Aid advisory committee, colleges must adopt written policies that are carried out consistently among all eligible recipients.

Establish a WRT Financial Aid advisory committee comprised of those people on and off your campus who are involved in WRT Financial Aid. Colleges should decide the composition of the advisory committee; however, the committee should consist of at least:

- Financial Aid Director or person designated to administer funds
- Worker Retraining Coordinator/advisor
- Worker Retraining Counselor/intake person
- Local WIOA administrator/contractor delivering services to dislocated workers
- Registrar or the person responsible for coding
- Representatives from agencies who serve dislocated workers

You may decide to have others on your committee but the focus of the group should be on service

delivery. The committee should also:

- Familiarize itself with the WRT Financial Aid practices of other colleges in the surrounding area
- Determine funding priorities
- Develop strategies to maximize all available resources for WRT students
- Share information
- Develop ways to streamline processes for students to access the WRT program and other dislocated worker funds
- Coordinate services with other agencies
- Develop tracking and communication systems to fully utilize program funding

Prioritize which students would receive the limited funds that are available. This should be a task of the WRT Financial Aid advisory committee. Consider the following when prioritizing:

- Dislocated workers (may consider tenure)
- Veterans
- Students pursuing programs that are NOT financial aid eligible
- Students needing “start-up” funds
- Displaced homemakers
- Self-employed
- Students eligible under the Expanded Eligibility policy
- Students on Commissioner Approved Training
- Students eligible for federal loans only
- Students demonstrating financial need using the income cut-offs
- Students seeking non-credit bearing courses ([See Appendix A](#) for more information.)

WRT Financial Aid should be used as start-up funds and awarded for one quarter. Awards beyond this first quarter should be made on a case-by-case basis, following established local policies.

The WRT Financial Aid advisory committee should ensure policies and practices are in place for establishing and documenting eligibility for each eligibility category. Only students who have established their eligibility for the WRT program are eligible to receive WRT Financial Aid.

Require students to complete the Free Application for Federal Student Aid (FAFSA) and transition eligible students to other forms of state and/or federal aid. Colleges may elect to use the Washington Application for State Financial Aid (WASFA) as an alternative for students who are ineligible for federal financial aid due to immigration status.

Coordinate educational related benefits to maximize utilization of available funds, effectively use outside resources, and prevent an over-award situation. The WRT program is not a loan program or a work-study program. WRT Financial Aid counts as an educational resource in calculating federal and state financial aid eligibility.

Use the WRT Financial Aid funds to pay for college-related expenses for eligible students such as tuition, books, supplies, tools or equipment required for participation in the course of study, transportation, child care, etc. These funds are to be awarded to students in the form of grants and NOT as a loan or work-study.

The WRT Financial Aid advisory committee should ensure policies and practices for determining eligibility for and award amounts of Training Completion Aid funds are in place. See the [Training Complete Aid section](#) for more information.

If the college uses income as a rationing device in determining student eligibility, use the income cut-offs (indexed at 175 percent of poverty) that are included with these guidelines under the Displaced Homemaker definition.

- Do not count as income the student's unemployment benefits. Remember these students are eligible for WRT program funds based on their unemployment status.
- Do count all other income (i.e., spousal income, retirement benefits, etc.).
- Use net income (take home pay) rather than gross income in determining income.
- Have a written WRT Financial Aid policy that includes how funds are awarded and how students maintain satisfactory academic progress that can be given to students upon request. Apply the policy consistently among all students within the academic year.

Colleges must accurately track these funds. Therefore, award amounts by student by quarter will need to be maintained in the student financial aid computer system and reconciled against actual expenditures. Colleges must establish award codes, sub-codes, and FAPC codes to accomplish this.

Have a written policy in the case of an appeal from a student who has been terminated from WRT Financial Aid as a result of falling below Satisfactory Academic Progress.

Training Completion Aid Guidelines

The goal of Training Completion Aid (TCA) is to increase the completion and success rates of Worker Retraining (WRT) program students by providing them with some living expense resources while they are in training. Studies conducted by the State Board for Community and Technical Colleges (SBCTC) have revealed a 20 percent increase in student retention for students who received TCA over those who did not receive aid. These funds are to be used to increase program completion for those enrolled students whose unemployment benefit eligibility will be exhausted before their training program is completed. TCA funds are not intended for use in payment of tuition or direct expenses; however, students may choose to use them for that purpose.

TCA Eligibility

To be eligible for these funds, a WRT program student must meet the following criteria:

- Be currently enrolled with at least six credits. Students may be enrolled in fewer credits if they are in their last quarter and require a fewer number of credits in order to complete their credential.
- Have exhausted all their unemployment insurance, including extended unemployment insurance benefits for dislocated workers, or have reduced unemployment benefits.
- Maintain satisfactory academic progress and be in good standing with the college.
- Please note that students do not have to demonstrate financial need to receive these funds. Students may begin to receive TCA funds when their benefits have expired.

Priority for Service - TCA

The legislative intent of TCA is to award funds to students so they can complete a training program. To accomplish this, the following priorities for the service of training completion aid have been established:

- Current enrollees whose unemployment insurance benefits have expired.
- Current enrollees whose unemployment insurance benefits will expire before training is completed.
- New students whose unemployment insurance benefits have expired.
- New students whose unemployment insurance benefits will expire before training is completed.
- Current enrollees and new students whose unemployment insurance benefits will be reduced before training is completed.

Note: Current enrollees are defined as students who have successfully completed at least one quarter of a training program. New enrollees are defined as students who are enrolled in the first quarter of a training program.

TCA Awards

Policies and procedures for calculating TCA awards should be included in the local policies determined by the WRT Financial Aid Committee. The maximum award is \$5,000 per student per academic year (fall, winter, spring).

If the student, as a part of a training program, is required to attend summer session, then the student may receive additional aid proportionate to those weeks.

A lesser amount may be awarded to the student. Colleges should work with the student, on a case by case basis, considering the following:

- Will TCA impact the student's eligibility for other federal and state financial aid?
- Will a lesser amount be more appropriate based on the student's personal circumstances?

Options for Supporting Students with TCA

TCA funds may be used for work-based learning stipends and/or direct grants – at the student’s option. All work-based learning must include clear learning objectives, developed by the student, employer, and college, that relate the work experience to the student’s instructional program. Colleges should develop or follow current policy as it relates to administering the work-based option (i.e., internships, hourly pay, minimum hours expected to work, etc.). Benefits for the student include:

- On the job learning which can enhance student placement and lead to permanent jobs.
- Work-based earnings will not affect the student’s current year eligibility for need-based aid. However, the student must count the work earnings as income on the FAFSA the following year.

Note: If TCA funds are awarded in the form of a grant, then the funds are also counted as a resource in determining federal and state financial aid eligibility.

TCA Procedures

Each campus should establish written procedures that:

- Notify all WRT students regarding the availability of funds and options.
- Establish that students have exhausted all of their unemployment insurance benefits or have reduced benefits.
- Have clearly written policies and procedures regarding the administration and awarding of TCA funds.

Information Tracking

TCA funds must be accurately tracked. Colleges must establish award codes, sub-codes, FAPC, etc., to enable the SBCTC to monitor these funds. Award amounts by student by quarter must be maintained in the student financial aid system and reconciled against actual expenditures.

Note: If the college elects to use both aid options, it must create two separate codes for TCA awarded as a grant and another if funds are awarded as work-based earnings.

Minimum Standards for Satisfactory Academic Progress - TCA

Students must complete at least 50 percent of their enrolled credits each quarter to maintain eligibility for TCA. This is the minimum completion requirement.

Students may appeal termination from TCA based on extenuating circumstances. Therefore, colleges should establish written procedures for the appeal process.

Students should follow the academic standards of the institution as they relate to grade point average.

State refund policies apply to students receiving a TCA grant only, and are not subject to the federal Return of Title IV regulations.

WRT Program Accountability

Colleges are monitored against the annually allocated enrollment targets as well as on the employment and wage outcomes for Worker Retraining students. Several different reports are generated based on these metrics.

- SBCTC provides ongoing quarterly and annual reports to the CTC system showing actual enrollments against allocated targeted enrollments.
- A report is provided to the Office of Financial Management after the end of each fiscal year showing aggregated enrollments against the enrollment target established by the legislature.
- SBCTC prepares a WRT accountability report every two years illustrating employment and wage gain outcomes for WRT students.
- WRT is evaluated in the annual [Workforce Training Results](#) report prepared by the Washington State Workforce Training and Education Coordinating Board.

Enrollments

Colleges must meet or exceed the enrollment target tied to the annual WRT allocation. Colleges falling below the allocated target for two years in a row are subject to the redistribution policy. Please see the [Program Overview section](#) for more information.

Completions

WRT students who are prepared for work, earned a degree/certificate, or who have completed a unique program. (Prepared for work is defined as completing 45 vocational credits or more with a 2.0 GPA.) This data is best calculated on an annual basis.

Job Placement and Job Retention

Using data provided by the Employment Security Department (ESD), the job placement metric looks at the number of WRT-coded students who become and stay employed after leaving training. Employment placement is measured two quarters after training. Employment retention is measured four quarters after training. This aligns with statewide WIOA performance measures. Target goal: 75 percent

Wage Recovery

This measure compares earnings of WRT students prior to job loss to earnings after retraining. This involves data matching with ESD and has a lag time of approximately 16-18 months. Target goal: 100 percent for middle- and low-wage earners; 85 percent for high-wage earners.

If a college's performance does not meet the established benchmarks, the SBCTC staff will coordinate a program review. The review will assess if the performance is related to items within a college's control, and, if so, help identify possible solutions and policy ramifications.

Application Planning and Submission Process

The OGMS application includes three documents which must be completed and uploaded before the deadline and contains three separate sections.

Program Mix

Colleges use the program mix document to describe how they will use WRT Enrollment Support funding to support workforce programs, with priority given to those that address regional economic development plans and strategies. Download the Program Mix spreadsheet from the Grant Info section in OGMS and complete each column as follows:

- **Program Title:** Provide the title of each program that will receive WRT Enrollment Support funds. Enter it as it appears on the college's inventory of approved professional-technical programs, or
- **Program CIP:** Provide the program CIP.
- **Funds:** Identify amount of Enrollment Support funds to be invested in the program.
- **Headcount:** Provide the number of WRT students you anticipate to serve in each program
- **Wages:** Provide evidence that training will lead to jobs that provide living wages appropriate to the local labor market or local standard of living (use wage data for each program). NOTE: Low wage program starts should be accompanied with appropriate justification including regional economic demand. Washington State 2021 minimum wage is \$13.69, increasing to \$14.23 on January 1, 2022. Minimum wages vary in some local jurisdictions; please consider when evaluating wage data by program.
- **Remarks:** Use the remarks section to provide information justifying the investment of WRT enrollment support funds in the program. This could include:
 - naming the industry, name of company, and position for which the student is being trained if WRT funds are being used to respond to a specific industry need;
 - identifying the program as a high demand program as shown on the local area demand/decline list and/or the skills gap list provided as part of the CTC system's allocation model
 - explaining the investment if the program is not high demand or high wage

Advisory Committee Roster

Download the Advisory Committee Roster from the Grant Info section in OGMS. Provide the name of each member, the organization they work for, their affiliation (industry, business, agency, CTC staff, or other), their position at the organization (title), and the year their term expires. Keep in mind the membership requirements described in the [Advisory Committee](#) section.

Assurances

Find the Assurances document in the "Assurances" tab in the application. Scan and upload after it is completed by the college president/designee, the college's workforce education administrator, and the advisory board chair.

OGMS Application Sections

Applicant Information

Provide the name and contact information for the college's WRT administrator. A second contact is optional, but recommended.

Check the box to mark complete.

Assurances

Enter the name of the person completing the application to provide agreement to the assurances.

Contents

Section 1: Worker Retraining Program Mix – Professional/Technical Programs

1A. Total Annual FTES: Enter the number of FTES assigned to the campus. This can be found in the Planning Numbers document included in the Grant Info section.

1B. Headcount: Identify the total number of students expected to be served.

1C. Program Mix: Check the box indicating that you have uploaded the program mix document (see instructions in the [Program Mix section](#) above).

1D. Total WRT funds targeted towards eligible programs: use the program mix to total the amount of the Enrollment Support funds directed toward Worker Retraining eligible programs.

1E. Indicate whether your college will be using the Expanded Eligibility (vulnerable worker) policy.

- Indicate your advisory board's approval for using Expanded Eligibility.

1F. Indicate whether your college utilized the Expanded Eligibility (vulnerable worker) policy in FY21.

Section 2: Budget Narrative

Enter the amounts and a description of how Enrollment Support funds will be used for the following budget line items:

2A. Program management salaries, wages and benefits: Identify staff, or the portion of staff time, budgeted to handle administering the program but not directly providing supports to students. Examples include deans or directors in charge of Worker Retraining; behind-the-scenes administrative support in workforce funding programs, financial aid, advising, or other areas; non-faculty instructional staff supporting WRT-eligible programs. Include titles and percent of effort of positions expected to be supported with Enrollment Support funds.

2B. Student support salaries, wages, and benefits: Identify staff, or portion of staff time, budgeted to work as student-facing supports, including case managers, intake staff, advising, financial aid staff, and others. Include titles and percent of effort of positions expected to be supported with Enrollment Support funds.

2C. Faculty salaries, wages and benefits: Identify faculty in WRT-eligible instructional programs. Include program title and percent of effort of faculty expected to be supported with Enrollment Support funds.

2D. Goods and services: Describe how Enrollment Support funds will be used for non-durable items (less than \$5,000 each and lasting less than a year) or services provided without a contract, such as training for staff or faculty, software subscriptions, etc. A best practice is to hold Enrollment Support funds in this category which can be moved into student Financial Aid funds later in the year should demand exceed available funding.

2E. Building rental and utilization: Identify any Enrollment Support funds which will be used to pay for renting or using off-campus space for instructional programs.

2F. Travel: Identify Enrollment Support funds which will support program staff or faculty in travel directly related to administering the WRT program (conferences and meetings, intra-district travel, etc.) or supporting travel to professional learning or development for faculty or staff who work with WRT-eligible students.

2G. Contracts: Identify Enrollment Support funds which will be used to pay contracts benefiting WRT-eligible students or programs. Examples include co-located ESD or WDC staff and StartNextQuarter.org MOU payments.

2H. Capital Outlay: Identify any Enrollment Support funds being spent on property or equipment with a useful life in excess of one year and a per unit acquisition cost of \$5,000 or more.

2I. Tuition: Identify the amount of WRT Financial Aid funds expected to be spent to cover tuition and fee costs for WRT-eligible students.

2J. Financial Aid/Training Completion Aid: Identify the amount of WRT Financial Aid funds expected to be spent providing other financial supports besides tuition and fees to WRT-eligible students. See the [Training Completion Aid section](#) for additional detail on allowable use.

Budget

Complete the budget page, matching amounts in each line item to the narrative provided in Section 2.

Appendix A: Additional Guidance on Student and Program Eligibility

You can find additional information regarding:

- Expanded Eligibility
- Disaster-Impacted Worker
- WRT and Continuing/Corporate Education programs
- PeopleSoft Plan Codes and Student Intent Crosswalk
- Nursing Pathways Coding for Worker Retraining Students

Additional Guidance on Expanded Eligibility – Work Attend Code 86

The Expanded Eligibility Policy was created to extend the reach of WRT when the economy is growing by qualifying people who are employed but vulnerable to economic dislocation for program services and financial aid.

Guiding Principles of the Expanded Eligibility Policy

- Dislocated workers and eligible unemployed individuals must continue to get first priority.
- In times of local high unemployment, colleges are to avoid use of this policy in order to preserve funds for dislocated and eligible unemployed individuals.
- Colleges that intend to use the Expanded Eligibility Policy must indicate so in the annual WRT plan. Colleges are expected to provide clear and compelling justification specific to their local economic conditions or circumstances for any use of the policy. Colleges may opt not to participate in Expanded Eligibility in their annual WRT plan.
- Colleges may update their annual plan to allow for Expanded Eligibility Policy use only after the local WRT advisory committees review and approve such a change. Colleges are expected to document the clear and compelling justification for the change.
- Colleges that do opt to participate must have their WRT advisory committees review their use of Expanded Eligibility on a quarterly basis.
- This policy shall not be used to supplant enrollments eligible for other state resources.
- This policy is not intended to equate to or replace the Job Skills Program or other customized incumbent worker training offerings to businesses.

Additional Guidance on Disaster Eligibility Policy – Work Attend Code 87

A natural or man-made disaster must be of significant proportion and have wide-ranging impacts on regional economies. In the event of such a disaster, student eligibility criteria for the WRT

program may be expanded to include disaster-impacted workers upon the decision authority of the SBCTC Executive Director.

Guiding Principle of the Disaster Eligibility Policy

All activities under this strategy will fully utilize and coordinate with the established workforce development system.

Disaster Eligibility Expansion shall be limited to a discrete time period as determined by the SBCTC Executive Director.

Disaster Eligibility Expansion enrollments shall be limited such that WRT resources continue to be focused on serving traditional dislocated and unemployed workers. Enrollment caps shall be set by the SBCTC Executive Director.

Worker Retraining and Non-Credit Bearing Courses

This topic was taken before the Workforce Training Customer Advisory Committee on March 12, 2014. The Workforce Training Customer Advisory Committee considered the topic and recommended that has subsequently been reviewed and approved by the State Board. The guidance is as follows:

- Worker Retraining funds may be used to support eligible students enrolling in professional technical non-credit bearing courses if:
- The course results in an industry-recognized credential; and
- The course prepares the student for a high employer-demand field.

Please be advised that enrolling and supporting WRT students in non-credit bearing courses may put the college's Worker Retraining FTES target attainment at risk. Enrollments in self-support courses do not count towards FTES.

Additionally, colleges are encouraged to use the applicable college process to evaluate non-credit bearing course work for transcriptable credit to help students gain college credit.

PeopleSoft Plan Codes and Student Intent Crosswalk

WRT Eligible?	Intent Code	Intent Description	PS Degree Types (last 3 of plan code "unless specific by Plan Code =")
No	A	Academic Non-Transfer Degree	AGS
No	B	Academic Transfer	AA or AS
Yes	D	High School Diploma/GED Certificate (pre-college courses)	DEGREE = HSC or ACAD_PLAN = HSD, HSE, ESL or ABEHSC
Yes	F	Workforce Program	APT, AAS, C01, C20, C45, C90 or ACAD_PLAN = RENDTAA

WRT Eligible?	Intent Code	Intent Description	PS Degree Types (last 3 of plan code "unless specific by Plan Code =")
Yes	G	Workforce Program Applicant	PRQ
Yes	H	Apprenticeship	Apprentice Student Group
Yes	I	Applied Baccalaureate Program	BAA, BAS or BAT
Yes	J	Upgrading Job Skills	Plan Code = NASJU
Yes	K	Vocational Home and Family Life (Educational Program Code required)	Plan Code NASPE
No	L	General Studies (Non-Degree/Certificate)	Plan Code = NASOT or TSP
Yes	M	Multiple Goal Seeker	Not applicable*
No	W	Exclusive Continuing Education	CNED
No	X	Undecided	Plan Code = UNDECLAC

*M intent only applicable in legacy system, refer to the student's term active plan code to determine WRT eligibility in PeopleSoft.

Nursing Pathways Coding for Worker Retraining Students

Nursing Pathway	CIP CODE	EPC Code	Legacy Intent Code	PeopleSoft Plan Code	FA Eligible? (Pell/WGC)	WRT Eligible?
Nursing Assistant Certified (NAC)	51.3902	329	F - Workforce Program	NAACNC01	Varies*	YES
Practical Nursing (LPN)	51.3901	326	F - Workforce Program	LPNPNC45	YES	YES
Pre-Nursing DTA	24.0102	PREN	B - Academic Transfer	RENPNAS	YES	NO
Registered Nursing Prerequisites	51.3801	RNDT	G - Workforce Program Applicant	RENTPRQ		YES
Health Sciences AAS-T, Allied Health AAS-T, or similar Workforce Degree	Varies by program	Varies by program	F - Workforce Program	Plan code varies, DEGREE TYPE = AAS	YES	YES
Selective Admissions Registered Nursing Program (RNDT)	51.3801	RNDT	F - Workforce Program	RENDTAA	YES	YES
Bachelor of Science in Nursing (BSN)	51.3801	32B	I - Applied Baccalaureate Program		YES	YES

* FA eligibility for NAC varies based on a number of factors, including student's long-term academic goal, previous course work, etc., and is determined on an individual basis.

Appendix B: Sample Student Eligibility Documentation

This section contains examples of acceptable eligibility documentation. For more information on suggested documentation by eligibility category, see the [Student Eligibility](#) table on pages 12-13.

Dislocated Worker Documentation

eServices Portal Printout: Have students log-in through the [eServices website](#) and provide the “weeks summary” view from their UI claim data. They can find that by starting on their home page:

Employment Security Department
WASHINGTON STATE

Helpful links | Return to services | Español | Sign out

Claimant eServices

Welcome, Becky Wood [Settings](#)

[Home](#)

Lost Wages Assistance

Lost Wages Assistance is a federal program that adds \$300 for each week the program remains federally funded. If you receive unemployment benefits for certain weeks **and** you are unemployed or working fewer hours because of the COVID-19 pandemic, you may be eligible for these benefits. Learn more in this [FAQ](#) on esd.wa.gov.

Status:

Answer the eligibility question for Lost Wages Assistance.

Becky Wood
@gmail.com
Last logged on Jun 14 2021

Alerts
[Apply for a COVID-19 PUA Claim](#)

I want to

- [Manage my active claim](#)
- [Change federal withholding preference](#)
- [Send a message/ask a question](#)
- [Update union information](#)
- [Upload a document](#)

Summary | Online activity | Notices/letters | Name/address | Job Search Log | 1099s | Applications/Forms

My accounts [All accounts](#)

[Manage my active UI claim](#)

Claim ID	[REDACTED]
Benefit year begin	Jun 28 2020
Benefit year ending	Jun 26 2021
Weekly benefit amount	\$644.00
Status	Active

We need more information from you

Information about the UI claim, found by clicking on the blue UI Claim hyperlink under “My accounts”. Here is the printout needed for eligibility:

Employment Security Department
WASHINGTON STATE

Helpful links | Return to services | Español | Sign out

UI claim Welcome, Becky Wood Settings

Home UI claim

Lost Wages Assistance

Lost Wages Assistance is a federal program that adds \$300 for each week the program remains federally funded. If you receive unemployment benefits for certain weeks and you are unemployed or working fewer hours because of the COVID-19 pandemic, you may be eligible for these benefits. Learn more in this [FAQ](#) on esd.wa.gov.

Status:

Answer the eligibility question for Lost Wages Assistance.

Account alerts

We need more information from you

I want to

- Restart my claim to begin filing again
- Apply for training benefits
- Request standby
- Upload a document

Weeks summary Decisions status Pending Issues Benefits Online activity Notices/letters Report change

Weeks summary

You have enough benefits left for 79 payments as long as you remain eligible, however your claim ends 9/4/2021. NOTE: Other factors, such as deductions from your benefits, may impact the amount and number of payments you will receive. Based on your available benefits, your final payment may be less than your weekly benefit amount.

Week ending	Status	Weekly benefit amount	Deductions	Intercepts	Benefits paid	Payment date
Jul 25 2020	Paid	1,244.00	516.00	73.00	655.00	Aug 27 2020
Jul 18 2020	Paid	1,244.00	516.00	73.00	655.00	Aug 27 2020
Jul 11 2020	Paid	1,244.00	516.00	73.00	655.00	Aug 27 2020
Jul 4 2020	Paid	1,244.00	516.00	73.00	655.00	Aug 27 2020

4 Rows

Unemployment Insurance (UI) Check Stub

The check stub must show a weekly benefit amount (WBA) of more than \$0 and a process date that shows the payment was made recently.

WARNING: THIS DOCUMENT HAS A WATERMARK ON THE REVERSE SIDE. DO NOT TAMPER WITH OR DUPLICATE THIS DOCUMENT. PENALTIES FOR DOING SO ARE SEVERE.

UI benefit account payable through Olympic Center 140 Key Bank of Washington Olympia, Washington to the Treasurer Employment Security Department

Employment Security Department No. 1003234359

Issue Date: 05/24/2013 • VOID AFTER 180 DAYS

1003234359

PAY to the order of PAY ONLY TO THE ORDER OF THE STATE OF WASHINGTON

PLEASE VERIFY IDENTIFICATION

PAY THIS AMOUNT

263.00

Commissioner

Treasurer

1003234359 125000574 471481001538

DETACH AT PERFORATION BEFORE CASHING

STATE OF WASHINGTON - EMPLOYMENT SECURITY DEPARTMENT

CLAIMANT'S NAME		IDENTIFICATION NUMBER		CK					
BYE	PROCESS DATE	LVP	BALANCE	WBA	EXT	BATCH	PR		
770	01/04/14	05/24/13	05/18/13	4469	263	9624	01		
263	0.00	0.00	0.00	0	0	0	263		
GROSS AMT	EARNING DED	OTHER	SELF EMPL	PENS DED	DAYS NE	OP OFFSET	OSE	IRS	NET AMT
WEEK(S) PAID									

05/18/13

Note: This example shows the actual check in addition to the detachable stub. A copy of the check is not necessary.

UI Monetary Determination Form

This form can only be used for students who have received a lay-off notice and are not yet claiming UI. It must be accompanied by an official layoff notice from the employer. The Date Mailed or other timestamp must be a recent date.



Date: Jul 2 2020
Letter ID: L0123456789
Claimant ID: ABC123

JANE DOE
ATTN: JANE DOE
P.O. Box 9046,
Olympia, WA 98507

Unemployment Claim Determination

We have determined:

- **You may receive up to \$598 each week you are eligible for unemployment benefits.**
- **The total amount you can receive for your benefit year is \$15,548.**
- **Your benefit year is Jun 28 2020 to Jun 26 2021.**
- **We may need to adjust the amount based on a number of factors.**

This notification is not an approval or denial of benefits. It is a statement of how much you may receive as long as you otherwise qualify.

The amount you may get each week (called your weekly benefit amount) and the total amount you can receive (called your maximum payable amount) are based on the hours you worked and wages you received between Jan 1 2019 to Dec 31 2019. This period is called your base year. Employers pay the entire cost of unemployment benefits.

How to request an adjustment

If any information looks wrong or is missing, refer to the "Benefit payments" section of the Handbook for Unemployed Workers or call the claims center between 8 a.m. and 4 p.m., Monday through Friday at 800-318-6022, if you need help.

If this information is correct and you aren't eligible for unemployment benefits, you can ask for an alternate base year (ABY) claim. This type of claim uses the last four completed calendar quarters. Call the claims center to request an ABY. For more information, refer to eServices or the "Benefits payments" section of the Handbook for Unemployed Workers.

Be sure to continue to file your weekly claims, even if you are waiting for an answer from us.

Anytime there is an adjustment to your determination, we will send you a *Redetermination of Unemployment*. Read the Handbook for Unemployed Workers at esd.wa.gov to find everything you need to know about benefits, including training for a new career.

L0123456789
MONETARY DETERMINATION

Page: 1 of 3

Displaced Homemaker Documentation

The student must provide a self-attestation (see [Worker Retraining Self-Attestation Form](#)) and/or a legal document.

Official Washington State Legal Document

The student may provide a divorce decree, legal separation document or death certificate that shows the event that displaced the student happened within the past two years. The example below would not be sufficient as the date filed is more than two years in the past.

B-2. Proof of DH Status

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COPY
ORIGINAL FILED.
DEC 28 2004
J. Anne McBride, Clerk, Clark Co.

IN THE SUPERIOR COURT OF CLARK COUNTY, WASHINGTON

In re the Marriage of:)
[REDACTED]) No. [REDACTED]
Petitioner,)
and)
[REDACTED])
Respondent.)

I. JUDGMENT/ORDER SUMMARIES

1.1 RESTRAINING ORDER SUMMARY.
Does not apply.

1.2 REAL PROPERTY JUDGMENT SUMMARY.
Real Property Judgment Summary is set forth below:

Assessor's property tax parcel or account number: [REDACTED]
or
Legal description of the property awarded (including lot, block, plat, or section, township, range, county and state): [REDACTED]

1.3 MONEY JUDGMENT SUMMARY.
Does not apply.

DECREE (DCD)
WPF DR 04.0400 (9/2001)
RCW 26.09.030; .040; .070(3) (12/14/04)
Page 1

Appendix C: Worker Retraining Self Attestation Form

A fillable version of this form can be found on the [SBCTC website](#). This form is optional and provided as a resource; use as needed.

Student Information			
Last Name:	First Name:	MI:	
Address:	City:	State:	Zip:
Self-attestation Questions: Students who are displaced homemakers, formerly self-employed, eligible under the expanded eligibility policy or the stop gap employment policy may self-attest to the information below.			
1. Are you formerly self-employed, and no longer have work because of local economic conditions?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are you formerly self-employed, and no longer have work because of a natural disaster?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are you a displaced homemaker?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are you currently unemployed?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are you currently employed, but have a net income of less than 70% of Washington's Median Family Income (displaced homemakers and stop-gap employment categories only)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you currently employed, but the position is temporary in nature and only intended to support you as you complete training? Upon completion of your training program you intend to end this job for a position in line with your training program.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you earned 45 college-level quarter credits (30 semester credits) and a credential?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Have the minimum qualifications for your current position changed and training is necessary to maintain employment in your current position?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student Statement: Provide any additional information that supports your eligibility for the Worker Retraining program.			
Self-Attestation Statement:			
I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from the Worker Retraining program and/or penalties as specified by law.			
Student Signature		Date	



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Washington State Board for Community and Technical Colleges