

Name: _____
Last First Middle Initial

Student ID: _____ Date of Birth (MM/DD/YYYY): _____

Today's Date (MM/DD/YYYY): _____

FOR ALL GRANTS

- Photo ID
- Current Schedule (with correct program intent)
- Most recent transcripts (unofficial okay)
- Your complete Academic Plan, from start through graduation, signed by your advisor (template available at: commons.wvc.edu/wfeg)

Opportunity Grant

- Completed Letter of Reference Form.
Available online at: commons.wvc.edu/wfeg
- Copy of most recent years taxes
 - **If taxes were not filed:** A signed and dated statement explaining current lack of income and why taxes were not filed. Explain all current household income thoroughly.
- Two months of recent income history, for household (paystubs, unemployment paystubs, SSI, etc.)
- **In one essay**, answer the following questions:
 1. What are your educational and career goals? What specific steps have you already taken on the path to reach them? Everyone has personal strengths as well as weaknesses which can become obstacles to success. How will you address them on the way to achieving your goals?
 2. Describe yourself as both a learner and a worker. How would others perceive you in each of these roles?
 3. How will acceptance into the grant make a difference for you?

- Unemployed:**
- Written information about recent occupation and number of years and months employed in the field before becoming unemployed
 - Unemployment pay stub verifying current benefits or exhausted benefits within the last 48 months.
OR
 - Layoff notice

- Displaced homemaker:**
- Certification that you lost income within the last 24 months which you were dependent on, that you provided unpaid support to family at home, and that you are currently under- or unemployed (form available: commons.wvc.edu/wfeg)
 - Paystub, if applicable
Divorce decree, death decree, or other documentation as applicable

- Unemployed due to economy, and was self-employed:**
- Three years taxes, showing declining business income
 - A copy of your business license (expired okay)

- Vulnerable workers:**
attach 2 of these 3:
1. Print-out from demand/decline list (<https://fortress.wa.gov/esd/wilma/wdclists>) showing occupation is not in demand
 2. College transcripts verifying that you have not earned 45 credits and a credential.
 3. The items below:
 - Vulnerable Worker Statement (form available: commons.wvc.edu/wfeg)
 - Signed and dated letter from employer stating that retraining is required
 - Recent paystub

- Eligible veterans discharged within the last 48 months:**
- Copy of DD 214

- Basic Food Employment & Training**
- Verification of food benefits, if currently receiving
 - IEP (form available online: commons.wvc.edu/wfeg)

- Work First**
- TANF Individual Responsibility Plan (IRP), which is your contract with DSHS

WE BELIEVE IN EQUAL OPPORTUNITY

EQUAL OPPORTUNITY IS THE LAW

It is against the law for Wenatchee Valley College as a recipient of Federal financial assistance to discriminate on the following bases:

against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under the Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Reagan Bellamy
Executive Director, Human Resources
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801;

or

The Director, Civil Rights Center (CRC),
U.S. Department of Labor,
200 Constitution Avenue NW, Room N-4123,
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file a complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does not give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date which you received the Notice of Final Action.

For more information, contact: Reagan Bellamy
Executive Director, Human Resources
Wenatchee Valley College
1300 Fifth Street
Wenatchee, WA 98801
rbellamy@wvc.edu
509.682.6445

Participant's Signature

Date

An equal opportunity program
Auxiliary aids/services available upon request for individuals with disabilities 509.682.6854; 509.422.7812
Fax 509.682.6541