



<b>WS 19-04</b>
<b>March 29, 2019</b>
<b>FINANCIAL AID</b>
<b>Expires: Continuing</b>

To: All Contractors

From: Mike Temple  
Brenda Williams

Subject: Managing Financial Aid - Scholarship Registry/Scholarship Contribution Limits

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## Purpose

To provide instructions for maintaining a Scholarship Registry when funds are not available.

This Issuance replaces Issuance 13-21 Managing Financial Aid/Scholarship Registry/Wait List/Scholarship Contribution Limits dated 7/3/2013 and revised on 11/4/2013.

## Background

When the Financial Aid Payment Office notifies the system that a fund is closed to new scholarship accounts, staff can place eligible customers on a scholarship registry in DocuWare using the stamp labeled “Scholarship Registry”.

The registry ensures we serve customers on a first-come, first-serve basis when funds become available. It is our policy to check a customer’s eligibility for all fund sources, including sources outside Workforce Solutions, before adding the scholarship request to the Scholarship Registry.

The Scholarship Registry does not apply to Trade Act-funded scholarships.

## Establishing the Registry

When we close one or more funds and expect to have those funds available soon, we will add eligible people to our Scholarship Registry. Customers must apply and prove eligibility for a closed fund stream before entry on the Registry. Workforce Solutions staff must:

- Explain to customers who are not obviously eligible for other funds and want to apply for our financial aid that they must complete an application and provide proof of eligibility to the financial aid support center so that we can notify them when funds are available.
- Give any customer asking about financial aid the Notice of Closed Funds flyer on the web at. <http://www.wrksolutions.com/staff-resources/services-we-offer/scholarship-registry-letters>

- Forward the application to the support center as usual and follow the usual process for TWIST entry.
- Support center staff will determine eligibility for all funds and move anyone who meets eligibility for the closed fund ONLY onto the Scholarship Registry in DocuWare (see desk aid). They will mail the customer a letter telling her she is on the Registry.
- Support center staff will send a denial letter if the customer is not eligible for any fund source.

Workforce Solutions will begin contacting customers placed on the registry when funding for assistance becomes available.

## Fund Alert

We issue a weekly Fund Alert to communicate important information about the availability of financial aid to the Workforce Solutions system. The alert provides a status of the type of aid available, the status of available funds for financial aid, and the average time to determine eligibility. Workforce Solutions staff should use this information to advise customers on the availability of financial aid.

## Scholarship Rules

Workforce Solutions helps people build careers, so they can participate in the global economy: we help people get a job, keep a job, or get a better job. One of the ways we do this is to provide scholarships that support individuals' education, training or re-training in high-skill, high-growth occupations.

Although we help any customer find the resources to go to school in his or her chosen field, we reserve our own scholarship funds for those occupations which support our area's key industries and provide our customers with good jobs for the future.

This issuance includes rules applicable to scholarships using Workforce Solutions funds, except for those paid with Trade Act dollars.

1. **Priority.** Workforce Solutions gives priority first to veterans and qualified spouses of veterans and then to foster youth when there is a wait list for scholarships.
2. A customer must apply for a scholarship, and staff must determine the customer as eligible and suitable for the training, before we grant a scholarship.
3. **Dollar limits.** See Issuance 13-06 Managing Financial Aid/ Limits for the maximum amounts available to eligible customers:
4. **High-Skill, High-Growth Occupations/Vendor Network.** Scholarships using Workforce Solutions funds are available to customers who:

- a. Are training in one of the Gulf Coast Workforce Board's high-skill, high-growth occupations supported by scholarship; and
  - b. Are attending training with a vendor in the Workforce Solutions network. Find the current list of high-skill, high-growth occupations supported by scholarship at [Key Industry Sectors](#).
5. **Bachelor's Degree.** For educational programs that award a bachelor's degree, Workforce Solutions will only award scholarships to help finance the last two years of school.
6. **Master's Degree in Nursing.** Individuals officially enrolled full-time in program tracks leading to a Master's of Science in Nursing and committed to teaching at least two years in programs leading to initial RN licensure in a Gulf Coast nursing school upon graduation are eligible for scholarship support to help finance all courses required to complete their Master's Degree in Nursing.
7. **Trade Adjustment Assistance.** Trade Act funds provide scholarships only for individuals specifically identified as eligible for this assistance. Separate rules apply to scholarships funded with Trade Act dollars, and we are issuing separate guidance for these funds.

## Vendor Network

We use a network of approved vendors and programs to provide education and training services. Workforce Solutions will only provide financial aid for customers to attend a program or receive a service that is approved and listed in the network.

You can access the network for basic skills vendors and occupational skills vendors through the Workforce Solutions website at <http://www.wrksolutions.com/for-individuals/training-and-education/basic-skills>.

Schools interested in becoming part of Workforce Solutions vendor network may apply online. Direct them to <http://www.wrksolutions.com/about-us/business-opportunities/become-a-vendor>.

## Action

1. Make staff is aware of the procedure when financial aid funds become unavailable.
2. This Issuance is effective immediately.

## Questions

Staff should ask questions first of their supervisors. Direct questions to the Board staff through the electronic [Issuance Q&A](#).

## Appendix

The appendix to this issuance contains additional procedures and guidance that support the purpose of this issuance. Staff must read and understand the material covered in the appendix.

- [Scholarship Registry Process](#)
- [Customer Notice of Closed Funds](#)
- [Scholarship Registry Entered Letter](#)
- [Scholarship Registry Call in Letter](#)