



## Finish Line Grant Preliminary Application and Agreement

On July 12<sup>th</sup>, 2018, Governor Cooper announced the Finish Line Grants program that will help students complete their training when facing unforeseen challenges. Finish Line Grants can be used for course materials, housing, medical needs, dependent care, or other financial emergencies that students face through no fault of their own. These funds are not intended to be used for routine expenses, nor as a supplement to a student's educational funding sources. Applications will only be accepted when college is in session. Each application is reviewed on a case-by-case basis. Funding is provided by the Workforce Innovation and Opportunity Act (WIOA) through Capital Area Workforce Development and the NCWorks Career Centers. **Approval is subject to eligibility and the availability of funds.** Students may be eligible for the Finish Line Grant or the Alexander Grant, but not both.

### Examples of Qualifying Events

- Sudden, unexpected homelessness or lack of permanent housing due to a natural disaster, fire, or documented roommate dispute resulting in a need for short-term emergency housing (ex. an extended stay hotel) or other temporary shelter (with proper documentation).
- Eviction/foreclosure due to unexpected loss of income. Documentation of loss of income (ex. layoff notice from employer) must be submitted along with the eviction/foreclosure notice.
- Sudden lack of transportation due to a car accident (police report required) or unexpected mechanical problems. Student should also present vehicle registration that matches the vehicle identification on the repair estimate.
- Loss of books, computer, or course supplies/equipment, after initial purchase, due to natural disaster, fire, or theft (police report required).
- Financial emergency preventing the payment of a utility bill (water, gas, and electric).

### Examples of Ineligible Expenses

- Internet or phone service
- Rental or housing deposits, mortgage payments, and property taxes
- Purchase of a vehicle and/or regular maintenance of a vehicle
- Fines and late fees

Requests must be submitted to the Student Advocacy Office at Wake Tech. Once an initial academic review is complete, your application will be forwarded to the Capital Area Workforce Development (CAWD) Office. **A confirmation of approval or denial will be sent to your email. If approved, you will be contacted to schedule an appointment for enrollment and make arrangements for payment to the vendor.**

### Guidelines:

1. Incomplete applications will not be considered.
2. There is a limit of one emergency grant award up to \$1000 per student per semester.
3. **Documentation must be provided for all requests.**
4. The amount for which a student is approved will be based on the documentation provided.
5. Students must be in good academic standing as outlined by Wake Tech Community College policies.
6. Must be a current student who has completed (or are enrolled in) **at least 50%** of their primary degree or credential program.
7. Student must have a Social Security card and another form of ID. *See list attached.*
8. Student must be 18 years of age or older.
9. Student must be a United States citizen or have authorization to work in the United States.
10. Student (males only) must be compliant with Selective Service requirements.
11. If students are approved, they must meet with a NCWorks Career Center staff to enroll. You must present two forms of identification as outlined in Attachment A. Additional documentation may be needed.
12. Funds are disbursed through NCWorks Career Center.
13. Funds are not distributed directly to the student but to the entity that will provide the service for the student.
14. **Approval of Finish Line Grant funds may reduce your financial aid award. Please consult with a Financial Aid Specialist.**



Finish Line Grant  
Preliminary Application and Agreement

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: Male Female  
SSN (Last 4 Numbers): \_\_\_\_\_ Student ID: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

**Pre-Screening Questions:**

Are you a veteran? No  Yes

Employment Status: Full-time  Part-time  Unemployed

If unemployed, have you worked in the last 6 mths? No  Yes

Marital Status: \_\_\_\_\_ Family Size: \_\_\_\_\_ Family Income (last 6 mths): \_\_\_\_\_

Selective Service (Males Only): Please check here if you are compliant with Selective Service: Yes  No  N/A

I hereby verify that I am a United States Citizen or eligible to work in the United States: Yes  No

Are you registered in NCWorks? No  Yes  If yes, NCWorks ID #: \_\_\_\_\_

**Please describe in detail why emergency funds are needed. DOCUMENTATION MUST BE ATTACHED. If your documentation is incomplete or does not support your request, your application will be denied (use back of form if necessary).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*My signature below indicates my attestation that the information provided on this form is accurate to the best of my knowledge and that I understand more information may be needed in determining eligibility for the funding.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only – Wake Technical Community College**

Academic Major/Course of Study (actively pursuing): \_\_\_\_\_

Type of Program (Please check one): Certificate  Degree  Diploma

Total Hours Completed: \_\_\_\_\_ Total Hours Required for Program Completion: \_\_\_\_\_

Student is in good academic standing: Yes  No  Percent Completed/Enrolled In: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Wake Tech Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only – Capital Area Workforce Development**

Approved for Amount: \$ \_\_\_\_\_ Denied (circle if denied – provide reason in comments below)

Comments: \_\_\_\_\_  
\_\_\_\_\_

CAWD Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Family Size and Income

**Family Size:** Number of individuals that are related by blood, marriage or decree of court, who are living in a single residence, **and are included in one or more of the following categories:** (1) a married couple and dependent children; (2) a parent or guardian and dependent children; or (3) a married couple. *The definition of family and the phrase "married couple" includes same-gender married couples.*

**Family Income:** Total money earnings received, by family members living in the household, from work performed as an employee over the last 6 months. *This will include: total gross wages and salaries before deductions, social security disability insurance (SSDI), net rents; governmental and non-governmental pensions; worker's compensation; training stipends; alimony; military family allotments or other regular support from an absent family member or someone not living in the household; (except for military payments which are excluded from family income calculations); regular insurance or annuity payments; college or university scholarships, grants (excluding Pell grants), fellowships, and assistantships; dividends and interest; net royalties; periodic receipts from estates and trusts; and net gambling or lottery winnings.*

### Selective Service Compliance Information

According to law, males must register with Selective Service within 30 days of their 18th birthday. Selective Service can accept a late registration but not after a man has reached his 26<sup>th</sup> birthday. Men, born after December 31, 1959, who aren't registered with Selective Service won't qualify for federal student loans or grant programs. You can check your registration status at <https://www.sss.gov/Home/Verification>. For more information about registering or the answers to other questions you may have, go to the Selective Service System online at <https://www.sss.gov/>

### Documentation Needed for Enrollment

When approved for the Finish Line Grant funding, the student will be notified by Capital Area staff to schedule an appointment to enroll at the NCWorks Career Center. To save time, approved students **should register on NCWorks Online at <http://www.ncworks.gov>** prior to their appointment.

Approved students must bring two forms of identification (from the list below) with them to their appointment. You may be required to provide additional documentation (pay stubs, veteran papers, etc.) based on your specific situation.

#### 1. **Social Security Number** (bring **one** of the following with you)

- Social Security Card
- DD-214, Report of Transfer or Discharge, if applicable

#### 2. **Citizenship** (bring **one** of the following with you)

- Driver's License
- Birth Certificate
- DD-214, Report of Transfer or Discharge Paper
- School/State or Federal ID Card
- Documentation specified on the I-9 form
- Baptismal Certificate with Place of Birth
- Food Stamp Records
- Alien Registration Card Indicating Right to Work (USCIS Forms I-551, I-94, I-668A, I-197, I-179, I-797)
- Foreign Passport Stamped Eligible to Work
- Hospital Birth Record
- Native American Tribal Document
- Naturalization Certification
- Public Assistance Records
- United States Passport



**Finish Line Grant**  
Disclosure of Information Form

I \_\_\_\_\_, Student ID#: \_\_\_\_\_, hereby authorize Wake Technical Community College to release information to Capital Area Workforce Development (CAWD) as related to the Finish Line Grant.

The College and the CAWD will not be able to process the grant application without your signature.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Finish Line Grant expenditures fall under the heading of supportive services in WIOA Title I. see WIOA sec. 3(59) and secs. 134(d)(2) and (3). Supportive services are services that are necessary to enable individuals to participate in WIOA authorized activities.

A key principle in WIOA is to provide Local Workforce Development Boards (“WDBs”) with the authority to make policy and administrative decisions and the flexibility to tailor the public workforce system to the needs of the local community. To ensure maximum flexibility, the regulations provide Local WDBs the discretion to provide the supportive services they deem appropriate subject to the limited conditions prescribed by WIOA. Decisions about the provision of Finish Line Grant funds, including the duration, timing, and type, are made by the Local WDB.

These expenditures must be reasonable, allowable, necessary, and address a financial need that will enable the student to continue training. Care must be given to be sure that the expenditure solves a short-term problem and not simply applies a “down payment” on a chronic financial problem. All efforts should be made to disburse the grant funds to the provider of a service, instead of to the student. Examples would include paying a mechanic directly for auto repairs, or an eyeglasses provider for a new pair of glasses for a student.

### **Examples of Allowable Expenditures for Finish Line Grants**

**Transportation.** Transportation assistance may be provided to assist the student to get to the community college or other places that support WIOA activities. Transportation assistance may be paid in advance based on a plan for the transportation cost. Examples are bus passes and gasoline assistance.

**Auto Repairs.** Auto repair payments that allow a participant to participate in educational and training activities are allowed. This includes repairs of an immediate need. Normal vehicle maintenance costs are not allowed. If a participant is repairing a personal vehicle, Finish Line Grant funds may be used to purchase the parts. Auto repair may not exceed the amount of the vehicle. WDBs should take into consideration if public transportation would be a more feasible option for the participant and, if so, Finish Line Grant funds will not be required.

**Child Care.** Child care assistance for children ages 12 and under who reside in the home of the student are allowed if other resources are not available. Expenditures may be limited to a daily maximum per child. Birth certificates may be required to verify the ages of children.

Payments for child care may be required by the provider for a space to be maintained for the child even when the child is not in attendance for sickness or holidays. If this is the policy of the child care center, the provider may be required to provide verification of that for the day(s) in question.

**Dependent Care.** Dependent care assistance may be utilized to help a participant meet their family care needs during participation in their educational activities. Dependent care service providers should be selected by the student. WDBs should ensure that Finish Line Grant funds do not duplicate dependent care assistance available from another source.

**Housing Assistance.** Housing assistance provided to students allows students to maintain or obtain adequate or temporary shelter while participating in educational activities. Finish line Grant funds may not pay for rental deposits or mortgage payments. Students needing housing assistance should be referred to community housing assistance programs if applicable. WDBs must ensure WIOA Title I funds do not duplicate housing assistance from another source.

**Accommodations for Individuals with Disabilities.** Finish Line Grant funds may be utilized to assist a student who needs accommodations to enable them to participate in their educational activities. The WDB should ensure that grant do not duplicate funds provided by another source. A referral to Vocational Rehabilitation may be appropriate and, if so, Finish Line Grant funds would not be required.

**Utility Bills.** Students may obtain assistance in paying for utility bills, including water, gas and electric bills. Care should be taken to ensure that the grant funds do not duplicate assistance from another source.

**Referrals to Health Care.** Students in need of medical or counseling services should be referred to other community medical resources if applicable. The WDB should ensure Finish Line Grant funds do not duplicate medical assistance available from another source. The referrals include DOT physicals, drug screens, required immunizations, dental, ophthalmologist, drug and alcohol counseling, mental health counseling, behavioral counseling, etc.

**Assistance with Books and School Supplies.** Grant funds may be utilized to assist a student attending approved education classes with books, fees, school supplies, and other necessary items related to their education

**Assistance with Tuition and Fees.** In the context that the student has an emergency financial challenge that has negatively impacted the student's ability to pay for tuition and fees, then Finish Line Grant funds may be used to pay tuition and fees, however, it is not the intent of the grant program to function solely as a scholarship for a student's tuition and fees.

### Examples of Unallowed Expenditures for Finish Line Grants

Finish Line Grant funds are **not** to be used for student expenses that are not allowed as supportive services including:

- Titled or deeded items or when recovery of the expense is anticipated (e.g. rent or housing deposits, mortgage payments, property taxes, fines and late fees).
- Purchase of vehicles
- Business startup costs.
- Internet or phone service (including a prepaid plan, minutes etc.)

As additions or updates are made to this document they will be available on the NC Department of Commerce website –[www.nccommerce.com/workforce](http://www.nccommerce.com/workforce)