

TAA CCCT Round 1 Grant - Contact Log

[illegible]

Date:

College

The purpose of this worksheet is to assist you in reviewing an individual's application, intake form, release information to determine eligibility and suitability for available program admittance under this grant.

RECRUITMENT PRIORITIES

- Priority 1 TAA certified workers and veterans
- Priority 2 "TAA Like" workers and spouses of veterans
- Priority 3 Unemployed

TAA certified	TAA-like	Unemployed	Veteran	Spouse of Veteran
Unemployed with UI eligible benefit status active or inactive or under employed Over 22 years of age Low assessment scores or no high school equivalent, credential, or Out of educational system over 5 years.	Unemployed with UI eligible benefit status active or inactive or under employed Over 22 years of age. Steady work history Low assessment scores or no high school equivalent, credential, or Out of educational system over 5 years.	Unemployed with UI eligible benefit status active or inactive Unemployed not eligible for UI wages Low income – a. qualifies for Pell or Low-income with use of the Low-moderate income rate set by federal government or proof of social program participation Low assessment scores or no high school equivalent, credential, or Out of educational system over 5 years.	Transitioning from active duty, retired, reserve, national guard in good standing. Low assessment scores or no high school equivalent, credential, or Out of educational system over 5 years. 	Active military id, and Unemployed due to relocation, family in transition from active service or deployment - head of household. Low income – a. qualifies for Pell or Low-income with use of the Low-moderate income rate set by federal government or proof of social program participation Low assessment scores or no high school equivalent, credential, or Out of educational system over 5 years. Low income proof of social program participation
Strong desire to work	Strong desire to work	Strong desire to work	Strong desire to work	Strong desire to work

ELIGIBILITY DEFINITIONS AND DOCUMENTATION

ITEM 8

ISSUE	CRITERIA/DEFINITION	MOST COMMON DOCUMENTATION
Eligible Veteran	An individual who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable, as specified in 38 U.S.C. 101(2). Active service includes full-time Federal service in the National Guard or a Reserve Component. OR An individual who is: a) The spouse of any veteran who died of a service-connected disability; b) The spouse of any member of the Armed Forces serving on active duty, who at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days: i) missing in action; ii) captured in the line of duty by a hostile force; or iii) forcibly detained or interned in the line of duty by a foreign government or power; c) The spouse of any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs; or d) The spouse of a veteran who died while a disability so evaluated was in existence.	-Veteran's Data -State MIs Records or current military identification card with photo that matches applicant.
Unemployed Workers	Individuals who are without a job and who want and are available to work.	-Verification from Employer -Rapid Response List -Notice of Layoff -Public Announcement with UI -Public Assistance Records -Applicant Self Attestation (Last Resort)
Public Assistance	Public Assistance: -Food Stamps -Homeless -Foster Child -Title V-Older Americans -Medical/Healthcare Assistance	-Copy of SSI Check -Public Assistance checks/documents/ records/award letters/cards -Written statement from shelter or individual providing temporary residence
Dislocated Workers	Individuals who have been terminated or laid-off or have received a notice or termination or lay-off from employment; or were self-employed but are now unemployed. Includes dislocated homemakers.	-Verification from Employer -Rapid Response List -Notice of Layoff -Certificate of Separation -Public Announcement with UI -Follow-up Cross-Match with UI -Claimant A -Applicant Self Attestation (Last Resort) -SE-Declaration of Bankruptcy -SE-Foreclosure on mortgage or business (documentation from legal, financial, or other credible sources)
Incumbent Workers	Individuals who are incumbent workers who need training to secure full-time employment, advance in their careers, or retain their current occupations. This includes low-wage workers, workers who need to upgrade their skills to retain employment, and workers who are currently working part-time.	-Pay Stub -Employer Verification -State MIs -Case Notes for Current WIA Participants
Eligibility determination	Eligible participants will be unemployed or incumbent, TAA or Veteran. Each reviewer may find compelling need in income levels or face barriers to access to employment which can be addressed	

TAACT AO-KY

	through the TAACCT program. Documentation of assessment scores, receipt of social services, low computer literacy, or time since enrollment in education and or training. Each potential applicant must qualify unless they are TAA with proof of certifications All students entered into the program must provide proof of citizenship or legal status that meets INS regulations. The definition of low skilled is based upon test scores for admit to college courses through the institutions standards for college ready and or workforce skill level assessments or adult education TABE literacy assessments. Each application will require documentation to be maintained, assessment scores, and other verifiable data to justify eligibility of each student and attested by the designated staff person.	
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Grant #	College	Date	Student ID
STAFF ONLY			
This person is deemed:		Eligible	Ineligible
Documentation Provided:			
Employed	Veteran		
Unemployed	Under/resourced		
TAA	Incumbent		
Justification			
I attest that the verification process has been completed in accordance with the Department of Labor's eligibility requirements outlined in the (Round I) TAACCT Solicitation for Grant Application.			
Authorized Staff Signature		Date	
Authorized Staff Signature		Date	
This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites, and including but not limited to, accuracy of the information, or its completeness, timeliness, usefulness, adequacy, continues availability, or ownership.			



Grant # TC-22543-11-60-A21 Mod. #1	College	Student ID
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PART C Eligibility Documentation

Employed		Unemployed	
<i>Please check all that apply.</i> ☐ Full-time ☐ Part-time ☐ Underemployed		<i>Please check all that apply.</i> ☐ A Dislocated Worker ☐ Receiving Unemployment ☐ Trade Assistance Eligible	
If you are currently employed, does your employer provide: ☐ Retirement ☐ Health Insurance ☐ Education Benefits		Name of your last employer: _____	
Address Street _____ City _____ State/County _____ Zipcode _____ Last hourly wage: _____		If you are a Trade Impacted Worker: Lay-off Date: _____ Certification # (if known): _____	

OFFICE USE ONLY	
This person is deemed: ☐ Eligible ☐ Ineligible	Documentation of the following was provided by the applicant: ☐ Employment status ☐ Low skill ☐ TAA certification ☐ Veteran
Justification: _____ _____ _____ _____ _____ _____ _____	

I attest that the verification process has been completed in accordance with the Department of Labor's eligibility requirements outlined in (Round I) TAA/CCCT Solicitation for Grant Application.

Authorized Staff Signature _____	Authorized Staff Signature _____
Date _____	



This project was funded in part by a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grant, as implemented by the U.S. Department of Labor's Employment and Training Administration.

Date:

College

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PART A (INTAKE FORM) Participant Information

Name First M.I. Last	
Cell Number	Do you agree to be contacted via text message? Yes ☐ No ☐ Please initial: _____
Social Security Number	

Income Information	Social Challenges
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Annual Personal Income: _____	Skill Determination Factors ☐ Single / Head of Household ☐ Children at Home ☐ Parental Caretaker ☐ First Generation College Student ☐ Receiving Social Services (if yes, please list below)	
Annual Household Income: _____		
COMPASS Score		
MAT: _____ RDG: _____ WRIT: _____		
TABE Score _____		

ACT Score _____	Disability Status Are you disabled as defined by the American with Disabilities Act Yes ☐ No ☐ If yes, are you registered at your Campus Disability Office? Yes ☐ No ☐
NCRS Score _____	
Workforce Investment Act	
Do you receive or have you applied to receive Workforce Investment Act funds? Yes ☐ No ☐	

PART B Release of Information

I attest that the information provided is voluntary, true to the best of my knowledge, will be kept confidential, and will only be used in accordance with the law. I understand that declining to disclose disability status will not cause me to be ineligible after enrollment, and that I will be held financially liable for any funds expended upon my behalf, due to false or misleading information that I provided. For Department of Labor reporting purposes, I give authorization to KCTCS and its 16 member college's TAA/CCT project staff to access my student financial and academic records. Staff may use social security numbers only for the calculation of program performance measure outcomes and ensure they are maintained in a secure and confidential manner. Furthermore, I agree to report my employment status, progress and earnings for 12 months upon completion of training to appointed staff member.

Participant Signature	Date
Witness Signature	Date

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