

# FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

**POLICY TITLE: Pell Grant & Other Financial Aid**

**POLICY NUMBER: OPS-003-02**

**DATE EFFECTIVE: May 17, 2002**

**DATE REVISED: July 20, 2010**

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## **APPLICATION**

Customers, Career Managers/Specialists, Supervisors, Program Managers and Service Providers who work with the WIA and WTP programs.

## **PURPOSE**

To ensure compliance with all workforce programs for Federal & State requirements to apply for a Pell Grant for those WIA and WTP customers who attend a training institution or program that is eligible for the Pell Grant Program.

## **DEFINITIONS**

**FCWB** - Florida Crown Workforce Board, Inc.

**WIA** – Workforce Investment Act

**WTP** – Welfare Transition Program

**Individual Training Account (ITA)** - The WIA or WTP customer has the right to choose the school from a State Provider list of ITA providers approved by the Florida Crown Workforce Board, Inc. (FCWB).

**Pell Grant** - A federally financed program which gives students financial aid for undergraduate education if they qualify according to the rules and regulations. Pell Grants do not need to be repaid as opposed to student loans which must be reimbursed to the federal government after graduation, or to a money lending institution such as a bank, credit lender, etc.

## **POLICY**

Under the Workforce Investment Act, all customers are required to apply for a Pell Grant when they have been referred to school, colleges, universities and/or service providers.

All FCWB eligible customers must apply for a Pell Grant or other financial aid (excluding loans) prior to enrollment in an institution. It is the Career Manager/Specialist's responsibility to ensure that all other financial avenues have been exhausted.

Documentation will be provided in the file. Payment cannot be made until Pell has been submitted and current status provided and verified.

1. To be eligible for a Federal Pell grant, customers must:
  - a. Be a U.S. citizen or eligible non-citizen.
  - b. Be registered with Selective Service, if required.
  - c. Have a financial need.
  - d. Sign a statement that he/she is not in default on a federal student loan and aid will only be used for educational purposes.
  - e. Be making satisfactory academic progress.

The law suspends aid eligibility for students convicted under federal or state law of sale or possession of drugs. If the customer has been convicted of drug possession, he/she will be ineligible for one year from the date of the conviction after the first offense, two years after the second offense, and indefinitely after the third offense. If he/she has been convicted for selling drugs, he/she will be ineligible for two years from the date of the conviction after the first offense, and indefinitely after the second offense. If a customer has lost eligibility, he/she can regain eligibility early by successfully completing an approved drug rehabilitation program. For further information go to the Department of Education website <http://studentaid.ed.gov>.

2. All customers attending school under the WIA Individual Training Account (ITA) program must apply for a Pell grant.
  - a. All Pell Grant information MUST be entered on the appropriate State Information System data entry screen along with ITA amount. It must be updated each year.
  - b. Career Managers/Specialists must update the client's Pell status at the beginning of each Pell year. At the beginning of each Pell year, students are required to reapply for financial assistance. Career Managers/Specialists must make on-going updates to ITAs and provide changes to FCWB.
3. WIA and WTP staff must document by required data entry system case note that all avenues of financial aid (excluding loans) have been sought on behalf of the customer prior to enrollment in school. Documentation from the school's financial aid office must be included where indicated. A copy of the Pell authorization/denial letter and the Student Aid Report (SAR) award or denial letter must be included in the customer file.
4. Customers who are Pell eligible are required to use their grant for tuition and books first and the school will release any remaining balance to the student.

5. WIA funds can only be applied toward tuition costs if one of the following conditions are met:
  - a. The customer has been determined ineligible for a Pell or other financial aid (excluding loans). Documentation in the customer's file is required.
  - b. The Purchase Order form is only for the tuition over and above the expense covered by the Pell or other grant. Documentation in the customer's file is required.
6. Career Managers/Specialists should not issue a Purchase Order form for tuition if there is a Pell grant application pending. The Career Managers/Specialists must wait until the notice is received and place a copy in the case file.
7. Other support services will be paid for under WIA/WTP based upon availability of funds.
8. FCWB customers must apply for other grant programs in addition to the Pell grant. The school's financial aid office should assist the customer. Customers may apply directly for financial aid via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and <http://studentaid.ed.gov>. WIA and WTP Career Managers/Specialists should inform and assist the customer in identifying other sources of information on grants and scholarship by using the Internet at such sites as [www.finaid.com](http://www.finaid.com).

### **EXCEPTIONS**

The Executive Director of FCWB must approve exceptions to this policy, or any part.

### **REFERENCES**

Workforce Investment Act Section 134 (d)1B4  
Workforce Investment Act Regulations Part 663, Introduction, subpart c,3  
Workforce Investment Act Regulations Part 663.10.

### **ACTION**

All customers, Career Managers/Specialists, Supervisors, Program Managers and Service Providers who work with the WIA and WTP programs will adhere to this policy.

Approved: *John Chastain*  
John Chastain, Executive Director