



# MANIILAQ ASSOCIATION EMPLOYMENT & TRAINING

## HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA (WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION

### Maniilaq Employment & Training; Educational Funding Sources:

**Higher Education** - Assistance is provided to tribal members whose tribes have an authorizing BIA resolution to Maniilaq. Tribal members enrolled in Ambler, Deering, Kivalina, Kobuk, Noorvik, and Shungnak who are enrolled into an accredited College/University in a 4 year bachelor's degree program. Students must show financial need to be considered. The Higher Education Scholarship is a supplemental program. Fall funding deadline is first Friday in August; spring deadline is first Friday in January.

**AVT** - Assistance is provided to tribal members whose tribes have an authorizing BIA resolution to Maniilaq. Assistance is provided to tribal members enrolled in Ambler, Deering, Kivalina, Kobuk, Noorvik and Shungnak, who are enrolled into a short training or adult vocational training program. AVT provides assistance with airfare and or tuition and fees for up to \$1500 per training session. Funding regulations limit students to receive assistance for two certifications in a lifetime. Unless a student is returning under advancement of the previous field. Deadline is 2 weeks before the first day of instruction/training.

**WIOA** - Grant funded financial assistance provided to low income tribal members of the Maniilaq service area to prepare youth and unskilled adults for entry into the labor force and provides job training to those economically disadvantaged individuals facing serious barriers to employment. It's designed to benefit job seekers, laid-off workers, older youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities and employers. Deadline is 2 weeks before the first day of instruction/training.

#### 1. Higher Education Eligibility

- Must be enrolled as full-time or part time at a college/university and maintain good standing with minimum GPA 2.0
- Must be enrolled into 4 year bachelor's degree program
- Have an unmet need, determined by the institutions financial aid office
- The applicant must be eighteen (18) years of age OR have a guardian/parental authorization

#### 2. AVT (Adult Vocational Training) Eligibility

- Applicants are required to apply for all available state, federal and private financial aid.
- Must have high school diploma or GED certificate.
- Must be enrolled and accepted in an approved vocational training institution or other regionally/nationally accredited institution that provides vocational training.
- Applicants must be eighteen (18) years old, unless given permission by parent/legal guardian.
- Minimum GPA eligibility 2.0
- Male applicants must register with Selective Services.

#### 3. WIOA (Workforce Innovation Opportunity Act) Eligibility

- Reside within the Maniilaq Service Area
- Fall in under WIOA's Low Income Levels
- Be in need of training services to enter or re-enter the labor force; skills that are no longer in demand; have low wage job skills; or little or no work history.
- Be able to enter labor force through short-term training.
- Be registered with ALEXsys and actively pursuing work.
- Meet WIOA eligibility criteria for Youth, Adult and/or Dislocated Worker Services. Eligibility does not constitute an automatic awarding of a grant. It only establishes that you are eligible for consideration.
- Applicants are required to apply for all available state, federal and private financial aid, for consideration.
- Minimum GPA eligibility 2.0; for continuing students, must pass previous term and show progress reports

#### Applicants Responsibility

*It is the applicant's responsibility to contact the Maniilaq Employment & Training office to ensure the application has been received, is complete and submitted. If your application is incomplete, we will contact you to inform you of what's needed, and the deadline to submit by. If you have not contacted us after 30 days, your application will be denied.*



# MANIILAQ ASSOCIATION EMPLOYMENT & TRAINING

## HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA (WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION

**Use the eligibility requirements on the first page to determine which program to apply for  
Eligibility Required Documents:**

<input type="radio"/> Higher Education	<input type="radio"/> Adult Vocation Training	<input type="radio"/> Workforce Innovation Opportunity Act
<input type="checkbox"/> Copy of State ID	<input type="checkbox"/> Copy of State ID	<input type="checkbox"/> Copy of State ID
<input type="checkbox"/> Copy of Social Security Card	<input type="checkbox"/> Copy of Social Security Card	<input type="checkbox"/> Copy of Social Security Card
<input type="checkbox"/> Tribal Enrollment-Village IRA	<input type="checkbox"/> Tribal Enrollment-Village IRA	<input type="checkbox"/> Tribal Enrollment-Village IRA
<input type="checkbox"/> Acceptance Letter from University	<input type="checkbox"/> Acceptance Letter from or School	<input type="checkbox"/> Acceptance Letter from School
<input type="checkbox"/> Class Registration or schedule	<input type="checkbox"/> Class Registration or schedule	<input type="checkbox"/> Class Registration or schedule
<input type="checkbox"/> Budget (completed by school)	<input type="checkbox"/> Budget (completed by school)	<input type="checkbox"/> Budget (completed by school)
<input type="checkbox"/> High School Diploma/GED or High School Transcript	<input type="checkbox"/> High School Diploma/GED or High School Transcript	<input type="checkbox"/> High School Diploma/GED or High School Transcript
<input type="checkbox"/> Letter of Intent (500 words)	<input type="checkbox"/> Letter of Intent	<input type="checkbox"/> Letter of Intent
<input type="checkbox"/> Two Letters of Recommendation	<input type="checkbox"/> Two Letters of Recommendation	<input type="checkbox"/> Two Letters of Recommendation
<input type="checkbox"/> Selective Services Registration	<input type="checkbox"/> Selective Services Registration	<input type="checkbox"/> Selective Services Registration
<input type="checkbox"/> Official Transcripts (for fall) or Unofficial (for spring)	<input type="checkbox"/> Proof of applying for other scholarhsips (letter, email, etc.)	<input type="checkbox"/> Proof of applying for other scholarhsips (letter, email, etc.)
<input type="checkbox"/> Proof of applying for FAFSA		<input type="checkbox"/> Last 2 months income; Bank Statement
		<input type="checkbox"/> Low income proof; food stamps, medicaid, TANF, GA
		<input type="checkbox"/> ALEXsys Verification and Unemployment Verification

**Note: we cannot determine eligibility, until we have all the required paperwork and completed application**

### \* Special Note \*

Maniilaq E&T also offers the following programs available to eligible clients that are already in our program:

- Child Care Assistance
- General Assistance
- Direct Employment
- TANF



# MANILAQ ASSOCIATION EMPLOYMENT & TRAINING

## HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA (WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION

### Applicant Information

Name: First                      Middle                      Last			Social Security Number		
E-mail Address:			Date of Birth:	Male <input type="radio"/>	Female <input type="radio"/>
Mailing Address:		City:	State:	Zip:	
Home Phone:		Message Phone:		Work Phone:	

### Educational Background

High School Attended		Highest Grade Completed:			
		9 <sup>th</sup> <input type="radio"/>	10 <sup>th</sup> <input type="radio"/>	11 <sup>th</sup> <input type="radio"/>	12 <sup>th</sup> <input type="radio"/>
Address:	City:	State:	Zip:	Date of Graduation:	

### Post-Secondary Institution

Institution			Semester <input type="radio"/>	Quarter <input type="radio"/>	Term <input type="radio"/>						
Address		City	State		Zip						
Field of Study for training			Degree being sought (Certificate, AA, BA, BS, etc.)								
Academic year (check one)											
UNDERGRADUATE:		Freshman <input type="radio"/>	Sophomore <input type="radio"/>	Junior <input type="radio"/>	Senior <input type="radio"/>	or GRADUATE:	1 <sup>st</sup> <input type="radio"/>	2 <sup>nd</sup> <input type="radio"/>	3 <sup>rd</sup> <input type="radio"/>	4 <sup>th</sup> <input type="radio"/>	5 <sup>th</sup> <input type="radio"/>
Start date			Expected Graduation Date								
Full-time Student <input type="radio"/>	Part-time Student <input type="radio"/>		Beginning date of school term		On Campus <input type="radio"/>	Off Campus <input type="radio"/>					

### Other scholarships or funding applied for (List all even if you haven't received confirmation):

Organization:	Phone:	Amount:
Organization:	Phone:	Amount:
Organization:	Phone:	Amount:
Organization:	Phone:	Amount:
Organization:	Phone:	Amount:



# MANIILAQ ASSOCIATION EMPLOYMENT & TRAINING

## HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA (WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION

### INDIVIDUAL SELF-SUFFICIENCY PLAN (ISP)

**In order for your application to be processed, this form must be completely filled out.**

<b>Participant Name:</b>		<b>Date of Plan:</b>	
Are you currently employed? __Yes __No	If yes, where?		How long?
Highest grade completed:	Date graduated/received GED:	Date last attended school:	
<b>WHAT IS/ARE YOUR GOAL(S) TO OBTAIN SELF-SUFFICIENCY?</b>			
<b>Education Goal:</b> <i>ex. GED, Vocational/Certificate, Associates degree, Bachelor's degree, Master's degree</i>			
<b>Career Goal:</b> <i>ex. Nursing, Pilot, Office Administrator, Food Preparations, Cashier, Start a Business</i>			
<b>STEPS NEEDED TO ACHIEVE SELF-SUFFICIENCY</b>			
<b>Work Activities:</b>	<b>Education/Training:</b>	<b>Other Activities:</b>	
<input type="checkbox"/> Employment: __Full-time__Part-time <input type="checkbox"/> Job searching <input type="checkbox"/> Volunteer Work Experience <input type="checkbox"/> Job Sampling or Job Shadowing <input type="checkbox"/> On-the-job training <input type="checkbox"/> Job Readiness <input type="checkbox"/> Other: _____	<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> ESL(English as a 2 <sup>nd</sup> Language) <input type="checkbox"/> Adult Vocational Training <input type="checkbox"/> Literacy Improvement <input type="checkbox"/> Employment Counseling <input type="checkbox"/> Other: _____	<input type="checkbox"/> Life Skills Instruction <input type="checkbox"/> Parenting Skills Workshop <input type="checkbox"/> Childcare Assistance <input type="checkbox"/> Child Support <input type="checkbox"/> Substance Abuse Assessment <input type="checkbox"/> Substance Abuse Treatment <input type="checkbox"/> Other: _____	

### REACHABLE PLAN AND GOALS

**(Applicant must complete at least 3 steps each semester/term to continue eligibility)**

REACHABLE STEPS #1 (Ex: Endure other funding for upcoming semester)	START DATE	DATE TO BE ACHIEVED	ACTUAL COMPLETION DATE
Step 1. (ex. Get copies of scholarship applications & fill them out)			
Step 2. (ex. Submit scholarship to individual organizations)			
Step 3. (ex. Apply for FAFSA)			
REACHABLE STEPS #2 (Ex: Pass current semester)	START DATE	DATE TO BE ACHIEVED	ACTUAL COMPLETION DATE
Step 1. (ex. Pre-semester readiness/get books/attend orientation)			
Step 2. (ex. Attend all classes/complete assignments/semester involvement)			
Step 3. (ex. Pass semester with 2.0 GPA or greater)			

I understand that the purpose of this Individual Self-Sufficiency Plan is to meet the goal of education and/or employment through specific action steps and I am required to follow the steps developed in the ISP. I must participate in educational activities and/or work activities that will promote my self-sufficiency, failure to do so may constitute suspension from the Employment & Training Program for a period of 60 days, but not more the 90 days. I also understand that if there are any changes to be made that I will contact my case worker in a timely manner to ensure my success in the Employment & Training Program.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employment & Training Staff**

\_\_\_\_\_  
**Date**



# MANIILAQ ASSOCIATION EMPLOYMENT & TRAINING

## HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA (WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION

### BUDGET FORECAST/ FINANCIAL AID PACKAGE NEED SHEET

Student fill out top portion/Bottom portion to be filled out by school Financial Aid Officer

Students Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone No. \_\_\_\_\_ Native Corp: \_\_\_\_\_

College/University/Training Center \_\_\_\_\_

Mailing Address at school: \_\_\_\_\_

Have you been accepted for Admission?  Yes  No Major/ Degree/ Training: \_\_\_\_\_

I give \_\_\_\_\_ permission to release the information in

*Name of College/University/Training*  
my financial aid academic files to the Maniilaq Employment & Training Program.

*Students Signature*

*Date*

**↓ FAX THIS FORM TO YOUR SCHOOL Bottom portion to be filled out by school Financial Aid Officer ↓**

#### COLLEGE / UNIVERSITY/TRAINING BUDGET

#### Comments:

Tuition	\$
Fees	\$
Room	\$
Board	\$
Books	\$
Other (Specify)	\$
<b>TOTAL NEED</b>	<b>\$</b>

Student has not yet applied for financial aid.

Need cannot be determined.

Student's application is incomplete

#### Class Category

Freshman  Sophomore  Junior  Senior  Undergrad

Quarterly Training  1 Yr. Training  2 Yr. Training

Forecast for term beginning: \_\_\_\_\_ and ending: \_\_\_\_\_

**Special Note to Financial Aid officer**, if awards are not confirmed or received, please provide an estimate for student, you may use the previous semester information, if needed.

TYPE OF AID:	FALL Qtr-1	SPRING Qtr-2	SUMMER Qtr-3	WINTER Qtr-4
Alaska Student Loan				
Federal Loans/Direct Loans				
College Work Study Program				
PELL Grant				
SEOG				
Social Security				
Robert Aqqualuk Scholarship				
Nova Copper Scholarship				
City Scholarship				
Village/ Tribal IRA's				
Frank Ferguson Borough Scholarship				
Teck Cominco				
Other Scholarship/ Grants				
Family/ Student Contribution				
<b>TOTAL RESOURCES</b>				

Financial Aid Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_



**MANIILAQ ASSOCIATION EMPLOYMENT & TRAINING**  
**HIGHER EDUCATION, AVT (ADULT VOCATIONAL TRAINING) & WIOA**  
**(WORKFORCE INNOVATION OPPORTUNITY ACT) SCHOLARSHIP APPLICATION**

**Use this Verification form only if applying for our WIOA Scholarship, if not applying for WIOA,  
 please put an X through this page-**

**Verification of Employment and Training Needs**  
**-To be filled out by Employer or School Official-**

*The individual named below has applied for services through Maniilaq Association's Employment & Training Program. Please provide the following information for verification.*

Applicant's Name:	
Employer or School Name:	
Employer or School Address:	
Phone Number:	Fax Number:

***From the boxes below, choose either option that applies to the student:***

**Employment**

Applicant's Job Title:		
Employment Start Date:	Date of first check:	
Date of Hire:	Hourly Salary:	Hours Per Week:
<b>Please indicate applicant's employment status</b>		
<input type="checkbox"/> Pre-employment interview/orientation dates:		
<input type="checkbox"/> Full-time, permanent		
<input type="checkbox"/> Full-time, temporary. If temporary, what is the duration of employment _____ weeks/months?		
<input type="checkbox"/> Part-time, permanent		
<input type="checkbox"/> Part-time, temporary. What is the duration of employment?		
<input type="checkbox"/> Other, explain:		
Does position offer fringe benefits? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Is this a career ladder position? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
If so, please list the training that the applicant will need to advance in his/her higher position:		
Does the job description require training or certification not provided by employer? If so, please list:		

**Training**

Applicant's Training Title:	
Training Start Date:	Training End Date:
<b>Please indicate applicant's training status</b>	
<input type="checkbox"/> Orientation or training dates:	
<input type="checkbox"/> Full-time	
<input type="checkbox"/> Part-time	
<input type="checkbox"/> Short training. What is the duration of the training?	

Signature of Employer/Faculty Staff \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_