Carl Perkins V Grant Funded
Student Support Information & Guidelines

Perkins V Grant funding provides opportunities for students pursuing Career and Technical Education programs and pathways to earn valuable credentials. TVCC provides a designated portion of the Perkins Grant funds to assist students in special circumstances in the completion of their technical education program.

TVCC created these programs to assist students who fall into special populations defined by the Perkin V legislation. Students who identify as one or more categories below AND meet the additional student support requirements may be eligible for Perkins Funds:

- *Individuals with disabilities*
- *Individuals from economically-disadvantaged families, including low-income youth and adults*
- *Individuals preparing for occupation in non-traditional fields*
- *Single parents, including single pregnant women*
- *Out-of-workforce individuals*
- *Homeless individuals: Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.*
- *Youth who are in, or have aged out of, the foster care system*
- *Youth with a parent who is a member of the armed forces and is on active duty*
- *Individuals with other barriers to educational achievement, including individuals with limited English proficiency*

General Eligibility and Application Process:
1. Apply and be enrolled in TVCC as a student;
    a. Turn in TVCC admissions application to registrar's office (and other required documents)
    b. Must be enrolled in Workforce Education major (*See TVCC catalog or course list below for program eligibility)*
    c. Enrolled in courses according to the student-selected degree plan (three (3) or more semester credit hours)
2. Complete the current FAFSA application: see Financial aid office for more information [Applying for Financial Aid (tvcc.edu)](tvcc.edu)
3. Maintain a 2.0 GPA
4. Not be suspended from school for any reason, academic or otherwise
5. Submit the Carl Perkins V Grant Student Support Application
6. Students who self-identify in at least 1 of the special populations categories:
    a. Individuals with disabilities
    b. Individuals from economically-disadvantaged families, including low-income youth and adults
    c. Individuals preparing for occupation in nontraditional fields
    d. Single parents, including single pregnant women
    e. Out-of-workforce individuals

f. Homeless individuals
g. Youth who are in, or have aged out of, the foster care system
h. Youth with a parent who is a member of the armed forces and is on active duty
i. Individuals with other barriers to educational achievement, including individuals with limited English proficiency
7. Upon approval of the application, Student Support Assistance contracts must be signed

(Program specific requirements are listed within the Program Details below)

CHILDCARE Assistance Program Details:

If eligible, students may receive childcare assistance:

- Limited to three (3) dependents per family; infant to 12 years old
- Cover class days only; no holidays *(required documentation of class schedule)*
- All reimbursement is paid directly to the designated state-licensed care facility, or state-licensed family home, at a weekly rate based on the age of the child(ren) & days in class
- Childcare funding from other sources (i.e. CCS) must be reported prior to the application process

Childcare Assistance Rates (subject to change):

Infants to Age 1 --- $65.00 per week
Ages 1 to 2 --- $60.00 per week
Ages 2 and Up to Kindergarten ---------------------- $50.00 per week
After-School Care (12 years old and under) ----- $40.00 per week

Any remaining monies due the childcare facility is the responsibility of the student participant. Grant payment for services purchased is monthly, after student submittal of required Statement of Charges (SOC) & childcare provider facility monthly invoice.

Application review award process:
- Student must complete the Perkins V Student Support application: Link
  o Including proof of:
    ▪ Major and course(s) enrolled
    ▪ Completed FAFSA
    ▪ GPA
- Information is verified:
  o Major and course(s) enrollment
  o GPA
  o Class schedule
  o FAFSA Status
  o Special Population self-identification (1 or more Categories)
- Student is notified of award
  o *Childcare Contract* signed and returned by student
  o *Child Care Calendar*
  o *W-9 Form* from Childcare Provider returned by Student
- Child daycare enrollment and tuition verified with provider
- Statement of Charges (SOC) are created and provided to both the student and childcare provider.
- Student will return a signed Statement of Charges (SOC) along with the childcare provider's invoice each month.

TRANSPORTATION Assistance Details:
- Limited to students who drive 20 or more miles round trip, from their home address to the school campus, to attend classes and/or clinical rotations
- **Reimbursed at $0.30 per mile, with maximum award of $500 per approved semester**
- Requires submission of a map (MapQuest map/GoogleMap) from home address to campus/clinical location
- Requires submittal of a mileage documentation on a *Travel Log* – these logs must be:
    - Completed entirely, and correctly, each month
    - Recording of the exact round-trip mileage, as stated on signed contract, is **required**
    - Submitted to workforceed@tvcc.edu by the last business day of the month
- Reimbursement checks are mailed to the student participant, by the Business Office, at the address stated on the mileage travel log and the *Transportation Contract*
- Mileage reimbursement rate is subject to change

Application review award process:
- Student must complete the Perkins V Student Support application: Link
    - Including proof of:
        - Major and course(s) enrolled
        - Completed FAFSA
        - GPA
- Information is verified:
    - Major and course(s) enrollment
    - GPA
    - Class schedule
    - FAFSA Status
    - Special Population self-identification (1 or more Categories)
- Student is notified of award
    - *Transportation Contract* signed and returned by student
    - Map from home to campus/clinical location submitted
    - *W-9 Form* for Student reimbursement is submitted
- Student tracks mileage on *Travel Log* and submitted monthly
- TVCC verifies miles and dates with class schedule prior to reimbursement

TEXTBOOK Assistance Details:
If eligible, students may receive assistance with purchasing **required** course material
- Only **required** course material is eligible under the grant:
    - i.e. textbooks, test out codes, or other electronically delivered course materials such as on-line subscriptions to access e-books for the semester
- **NOT eligible:** tools, cosmetology and welding 'lab kits/tool kits', equipment and/or supplies (ie calculators), clothing 'patches', and any materials listed as "recommended or optional"
- *Maximum award is $625.00 PER APPROVED SEMESTER*
- Requires signing of the *Textbook Assistance Policy Contract*
- Participants keep their grant-approved textbooks (if textbooks are hardcopies)
- All test out codes or other electronically delivered course materials and subscriptions (i.e. E-Books, Cengage subscriptions) will no longer be available to grant participants as of the last day of the grant-approved semester
    - Grant textbooks are not eligible for any Book Buy Back programs through the campus bookstores. Grant textbooks cannot participate in/be returned for monetary reimbursement by the college

Specific Application review award process:

- Student must complete the Perkins V Student Support application: Link
  - Including proof of:
    - Major and courses enrollment
    - Completed FAFSA
    - GPA
- Information is verified:
  - Major and course(s) enrollment
  - GPA
  - Class schedule
  - FAFSA Status
  - Special Population self-identification (1 or more Categories)

- Student is notified of award
  - *Textbook Assistance Contract* will be signed and returned by student
- Student will be given final instructions on textbook purchase and directed to TVCC's Athens Campus Bookstore to complete purchase

LAPTOP LOANER AND MIFI HOTSPOT LOANER Assistance Details:

If eligible, students may receive on loan a laptop and/or Mifi Hotspot per semester they are approved

- Limited to laptop equipment and/or Mifi Hotspot equipment inventory available
- Requires signing of the *Laptop Loaner and/or Mifi HotSpot Program Policy Contract*
- Provides a laptop *(configured to provide the same functionality as other TVCC student computers)* and/or Mifi hotspot to student for use off campus
- Check-out duration for the equipment under the grant is for the approved semester **ONLY** -i.e. Fall, Spring, or Summer *(equipment may be turned in early)*
- Devices will be checked out from and returned to designated Learning Resource Centers (LRC) via instructions given to the approved student applicant by the Workforce Education AVP Office
- All issues/support help with any borrowed devices under the grant must be reported to the IT Service Desk immediately by contacting tvcc@service-now.com

Specific Application review award process:

- Student must complete the Perkins V Student Support application: Link
  - Including proof of:
    - Major and courses enrollment
    - Completed FAFSA
    - GPA
- Information is verified:
  - Major and course(s) enrollment
  - GPA
  - FAFSA Status
  - Special Population self-identification (1 or more Categories)
- Student is notified of award
  - *Laptop and /or Mifi Hotspot Loaner Policy Contract* will be signed and returned by student
- Student given instructions, by the Workforce Education AVP Office, to report to designated Learning Resource Centers (LRC) for equipment pick-up (and return at end of semester)

TOOLS (Stenograph) Assistance Details:
If eligible, students may receive a loan of a stenographer for the Court Reporting Program

- Limited to the number of stenograph inventory available
- Requires signing of the *Stenograph Loaner Assistance Policy Contract*

Specific Application review award process:
- Student must complete the Perkins V Student Support application: Link
    - Including proof of:
        - Major and courses enrollment
        - Completed FAFSA
        - GPA
- Information is verified:
    - Major and course(s) enrollment
    - GPA
    - FAFSA Status
    - Special Population self-identification (1 or more Categories)
- Student is notified of award
    - *Stenograph Loaner Contract* will be signed and returned by student
- Student will be directed to Workforce Education Department for pick up (equipment will be returned by student participant at end of the semester)

Upon Award of Carl Perkins V Grant Student Assistance, Approved Students Must:
- Complete required contracts and additional documents as requested

- Maintain a 2.0 GPA

- Maintain part-time (three (3) semester credit hours) enrollment throughout the semester approved by the grant - *without excessive absences*

- Contact Workforce Education administration (workforceed@tvcc.edu), **BEFORE** dropping any courses
    - If you drop below three (3) hours your grant benefits will be discontinued, **or**
    - If you drop all of your courses during a semester, you will need to successfully complete three (3)semester hours towards degree completion **BEFORE** you are eligible to reapply for the grant

For Additional Information Contact:

Workforce Education: (903) 675- 6232
Email: WorkforceEd@tvcc.edu

Visit Us at the Athens Campus Baugh Technology Building, TC#121

Eligible Workforce Education Programs

Accounting AAS Degree
Accounting Certificate
Accounting Quickbooks OSA
Administration Technology Applications OSA
Advanced Drafting Certificate
Advanced Drafting Certificate
Advanced Heating, Ventilation and Air Conditioning (HVAC) Certificate
Associate Degree Nursing (ADN) AAS Degree
Automation and Controls AAS
Automation and Controls Certificate
Basic Automotive Technology Certificate
Basic Drafting Certificate
Basic Drafting Certificate
Beef Cattle Manager Certificate
Business Technology Certificate
Certified EKG Technician OSA
Clinical Medical Assistant Certificate
Clinical Medical Assistant Certificate - Health Science Academy
Computer Aided Drafting OSA
Computer Aided Drafting OSA
Computer Science Emphasis in Computer Information Systems Cert
Computer Science Emphasis in Management Information Systems
Computer Science Network & Security OSA
Computer Science Small Business Technology Certificate
Computer Science System Administrator OSA
Construction Trades- Electrician Certificate
Construction Trades- Plumbing Certificate
Cosmetology Operator Certificate
Criminal Justice AAS Degree
Criminal Justice Certificate
Drafting & Design Technology AAS Degree
Drafting and Design Technology AAS Degree
Dual Credit Arc Welding Certificate
Dual Credit Cosmetology Operator Certificate
Early Childhood Development AAS Degree
Early Childhood Education Certificate
Electrical Line Worker Certificate
Emergency Medical Technology AAS Degree
Emergency Medical Technology Certificate
Emergency Medical Technology OSA
Entrepreneurship OSA
Esthetician Certificate
Eyelash Extension Certificate
Fire Inspector and Investigation Certificate TCFP Inspector and Investigator
Fire Officer Certificate: TCFP Fire Officer I & II
Fire Protection Technology AAS Degree

Fire Rescue Operations Certificate
Fundamentals of Cloud Computing Certificate
Fundamentals of Cyber Security AAS
Fundamentals of Cyber Security Certificate
Game Design OSA
General Business AAS Degree
Heating, Ventilation, & Air Conditioning (HVAC) AAS Degree
Law Enforcement Certificate
Legal Assistant Technology AAS Degree
Legal Assistant Technology Certificate
LVN-to-ADN Nursing Transition AAS Degree
Management AAS Degree
Manicure/Nail Technology Certificate
Mechanical Engineering Technology CAD/CAM-CNC Certificate
Mechanical Engineering Technology Machining Certificate
Medical Office Management Certificate
MET/CAD/CAM-CNC OSA
Management AAS Degree
Manicure/Nail Technology Certificate
Mechanical Engineering Technology CAD/CAM-CNC Certificate
Mechanical Engineering Technology Machining Certificate
Medical Office Management Certificate
MET/CAD/CAM-CNC OSA
Networking and Information Security Certificate
Office Technology AAS Degree
Office Technology Certificate
Office Technology/Medical Administrative Assistant AAS Degree
Paramedic-to-ADN Nursing Transition AAS Degree
Patient Care Technology Certificate
PC Support OSA
Pharmacy Technician AAS Degree
Pharmacy Technician Certificate
Phlebotomy OSA
Pipe Welding Certificate
Ranch and Feed Yard Operations Certificate
Ranch Management AAS Degree
Ranch Management Certificate
RN-to-Paramedic Enhanced Skill Certificate
Robotic Automation OSA
Robotics Technology AAS Degree - Dual Credit
Robotics Technology Certificate
Small Business Entrepreneurship Certificate
Surgical Technology AAS Degree
TDCJ Auto Body Repair AAS
TDCJ Auto Body Repair Certificate
TDCJ Computer Information Technology AAS
TDCJ Computer Information Technology Certificate
TDCJ Drafting Technology AAS
TDCJ Drafting Technology Certificate
TDCJ Small Business/Entrepreneurship AAS

TDCJ Small Business/Entrepreneurship Certificate
TDCJ Welding AAS
TIG Welding Certificate
Vocational Nursing Certificate - Palestine Campus
Vocational Nursing Certificate - Terrell HSC Campus
Welding Certificate
Welding OSA
Welding Technology AAS Degree