

# Support and Empowerment Program for Single Parents and Homemakers Reentering the Workforce Guidelines

## McLennan Community College Career Development

\*The SEP program is funded by the Carl Perkins Vocational Act Grant

\*Yearly Funding is contingent upon Congressional support

Application and information is online at <http://www.mclennan.edu/students/career/single.html>

**ALL PAPERWORK MUST BE TURNED IN BY 5:00 P.M. on Due Date. NO EXCEPTIONS!**

### What we do:

- Funds for Child Care or Transportation
- Academic Counseling
- Stress Management
- Crisis Intervention
- Referrals to Local Agencies

**Initial Eligibility:** Only students who are enrolled in a *Workforce Education major* with AAS or Certificate on your automated degree plan will meet the eligibility requirement. Carl Perkins funding **does not** support students enrolled in **transfer** programs that lead to a bachelor's degree.

**Program Requirements:** After meeting initial eligibility requirements, students must also meet **ALL** of the following criteria:

- Must be a single parent (separated, widowed, divorced) or displaced homemaker
- Must have a Pell Grant (FAFSA) already processed and a printed SAR (available on the FAFSA website, see back for directions).
- Must be enrolled for at least 9 hours, or more, in a Workforce Education Program (6 hours must be on campus). The enrolled hours must match the student's degree plan.
- Must have 2.0 cumulative GPA and maintain a minimum 2.0 GPA each semester and pass a minimum of 9 hours on student's degree plan.

### **MEETING ELIGIBILITY AND PROGRAM REQUIREMENTS DOES NOT GUARANTEE FUNDING!!!**

**Program Priorities for Funding:** Students with **completed** Application Packets will be prioritized for funding based on the following criteria:

- Returning Perkins students with 2.0 GPA (cumulative & previous semester).
- One semester of college completed with a minimum GPA of 2.0.
- First time in college.
- Students that have not already completed an Associate's degree.

**Note:** Admitted/enrolled health science/vet tech majors take precedence over pre health science/vet tech majors.

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and Homemakers Reentering the Workforce  
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McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of gender, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and VII of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

## HOW DO I APPLY?

Applications are available online at <http://www.mclennan.edu/students/career/single.html>

Eligible students must turn in the following documents by the due date to be considered.

**Spring Semester Applications** will be available beginning November 1st and the deadline to turn in application materials will be December 1st.

**Summer Semester Applications** will be available beginning April 1<sup>st</sup> and the deadline to turn in application materials will be May 1<sup>st</sup>. (Please note, only Spring SEP students are eligible to apply for summer funding).

**Fall Semester Applications** will be available beginning April 1<sup>st</sup> and the deadline to turn in will be August 1<sup>st</sup>.

- Application for SEP program
- Automated degree plan from a Workforce Education Program. (See list of qualified programs) Note: A Pre-Health Sciences major is an approved Workforce Education Program.
- Copy of Student Aid Report to show marital status. **YOU MUST HAVE YOUR PIN NUMBER TO PRINT YOUR SAR!**

### **SAR PRINTING INSTRUCTIONS:**

Go to the website [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Go to "View and Print Your Student Aid Report"

Select the correct SAR Form for the Year you want to print. Most often the current year.

Enter the information requested. (SSN, Name, Birthdate, PIN Number)

Press Submit

Click on correct transaction number (usually choose the most current--ex. 01, 02)

Click on Print Summary

Click on "Print this page." Print either the HTML or PDF version.

- Copy of your MCC Financial Aid Award Letter. (Check WebAdvisor for this information)
- New semester course schedule showing 9 hours of enrollment. Courses must match Workforce degree plan. (Check WebAdvisor after you have registered)

### **If requesting childcare, please bring this additional paperwork:**

- Copy of birth certificate for each eligible child.
- Child must reside with applicant.
- Children that are 3 years of age prior to September 1 and are eligible for Head Start will not be funded. Consider applying for Child Care Service by calling 754-5421. (1416 S. New Road)
- Childcare assistance is not provided during daytime hours if you are taking evening or Internet classes. You may apply for transportation assistance if you are also enrolled in a minimum of 2 classes (6 semester hours) that meet weekly on campus. Students enrolled in all campus classes will have priority over evening or internet students.