



Targeted Retraining for Dislocated Workers ELIGIBILITY CRITERIA

Opportunity For Dislocated Workers

Targeted Retraining for Dislocated Workers



- Terminated or laid off or received a notice of termination or layoff from employment on or after **September 1, 2008**, due to the economic climate of the business/company such as permanent closure, reduction in labor force, liquidation, merger, bankruptcy
- Dislocated from the job indefinitely
- Eligible for or have exhausted entitlement to unemployment compensation
- Employed full-time for a minimum of 12 consecutive months with the same employer over the last two calendar years as a non seasonal, permanent employee
- Citizens or nationals of the United States, lawfully admitted permanent residents, lawfully admitted refugees and parolees or other individuals authorized by the Attorney General to work in the United States
- In compliance with Section 3 of the Military Selective Service Act (veterans may obtain a "Selective Service Waiver" document in lieu of providing proof of selective service)
- Currently unemployed and not receiving any educational/training financial assistance from their employer or the government (federal Stafford Loans not included)
- Not in current default for student loans or have financial hold at HACC

Note: Applicants who qualify for financial aid that does not fully cover tuition will be eligible for assistance for the balance of the cost of tuition

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1
STEP

Visit the nearest CareerLink Office. Locations can be found online at www.cwds.state.pa.us

- Enroll as a Job Seeker at www.cwds.state.pa.us
- Meet with CareerLink case manager to determine Targeted Retraining for Dislocated Workers eligibility for either credit or noncredit program
- Complete CareerLink assessment process
- Obtain referral packet and HACC Admissions Office contact information

To find out more information and to get started right away call us at this toll-free number a representative is ready to assist you 24/7. 1-866-284-7635

HACC

Founded
in 1964



CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

One HACC Drive
Harrisburg PA 17110
www.hacc.edu

HACC does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification.

2
STEP

Contact HACC Campus Admissions Office to schedule an Opportunities for Dislocated Workers Information Session.

Campus locations can be found at www.hacc.edu then click on a location at the top of the page.

- Schedule an interviewing session with the Admissions Office
- Complete a paper application for admission to the college or use the pdf application found at www.hacc.edu then click on Apply Now! on the right side of the homepage (**Do not submit an online admissions application**)
- Complete the Free Application for Federal Financial Aid (FAFSA) at www.fafsa.ed.gov
- Bring admissions application to the meeting with the Admissions Office representative
- Complete any required placement testing required for credit courses
- Meet with an academic advisor/counselor to discuss course options
- Obtain a certificate of residency if residing in one of HACC's 22 sponsoring school districts in Dauphin, Cumberland or Perry County
- Register for classes (registration based on seat availability – credit classes – beginning five business days before the start of the term)
- Re-apply for Targeted Retraining for Dislocated Workers each semester with Targeted Retraining for Dislocated Workers Continuation Form
- Pay any class fees, purchase books and attend class
- Re-apply each semester with Targeted Retraining continuation form