



## Workforce Financial Assistance Eligibility Process

### Overview

Financial assistance may be available for eligible Laurel Ridge Workforce Solutions programs (Workforce Credential Grant, G3, FANTIC). Follow the steps below to check eligibility.

- Funding is first come, first served. Seats are not reserved for registrations that are still pending.
- Supporting documents may be required (state ID or permanent resident card, proof of address, tax return/1040, SNAP card)
- If you have any questions, contact Workforce Solutions at **540-868-7021**.

### Step 1: Create a Profile

1. Go to [Laurel Ridge Workforce Solutions Registration Website](#)
2. Click **LOGIN/CREATE ACCOUNT**
3. Choose one of the following:
  - **Returning students:** Log in
  - **New students:** Select "Create New Profile"

### Step 2: Search for Financial Eligibility Application

1. Locate the search bar in the upper right-hand corner of the webpage.
2. Enter Class ID Number: **68509**
3. Select "**Add to Cart**"

### Step 3: Domicile Information

#### For Returning Students

- Review the Initial Workforce Credential Grant (WCG) release form.
- Click "Submit."

#### For New Students

- Answer all Virginia residency questions.
- If you are under age 24, you are considered dependent.
- You must claim domicile under your parent or legal guardian.
- You must use your parent or guardian residency information unless you can prove independence
  - To claim independent status, you must provide documentation showing that you:
  - Are married, or

- Have a dependent child, or
- Meet other independence criteria

**\*\*Documentation is required for all independence claims.**

## Step 4: Financial Assistance Eligibility Form Questions

### Tuition Assistance

You will be asked the following questions, please read and answer them carefully:

- What class/program are you interested in taking?
- What is your timeline for this class?
- Are you interested in applying for tuition assistance?
  - Select **"NO"** if you are receiving assistance from any of the following:
    - ❖ Employer
    - ❖ WIOA
    - ❖ VIEW
    - ❖ DARS
    - ❖ Any other funding source
  - Select **"YES"** if:
    - ❖ You are applying for G3/FANTIC, AND
    - ❖ You are not receiving other forms of tuition/financial assistance
- Is anyone claiming you as a dependent on their tax return, such as a parent or guardian?

- Yes or No

#### **If you select "Yes"**

- **Your application will end at this step**
- You must call Workforce Solutions at **540-868-7021** to receive the next steps

**If You Select "No" (Independent Students Only)** You will be asked to provide the following information:

- Your estimated Annual **Adjusted Gross Income** from your most recent tax return?
- Enter the amount from **Line 11 of your IRS Form 1040.**
- Enter numbers only. Do not use commas. (example: 10000)
- If needed, you can request your tax transcript via IRS "Get Transcript" tool on the [IRS website](#)
- How many persons (including yourself) are in your immediate family household as indicated on your most recent tax return?
- Enter the number of people **you** claimed on your most recent tax return.
- Include all individuals **you** financially support.

## Step 5: Submit and Finalize

1. Select “**Submit**” to complete your application.
2. After submitting:
  - If you are eligible, you will receive a confirmation message on the screen
    - You may now register for class
  - If you are not eligible, you may still qualify for assistance. Call Workforce Solutions at 540-868-7021 for more support.
3. Complete the checkout process:
  - Go to your cart
  - Select “Checkout”
  - Answer the question: “**How did you hear about Workforce?**”

## After You Submit Your Application

- A team member will review your application.
- You will be contacted within **5 to 10 business days**.
- You will receive information about:
  - Funding options
  - Class availability
  - Next Steps for registration.