



SVEP Grant Participant Application Guidelines
Shenandoah Valley Workforce Investment Board, Inc.

1. Individuals requesting Shenandoah Valley Energy Partnership (SVEP) training and/or scholarships must be deemed an eligible applicant as a dislocated worker, unemployed worker, or current worker that is part time and wants to secure full time employment, seeks advancement in current career, wants to upgrade skills, or needs training to retain work in current occupation. If applicant is a dislocated worker, then proof of termination or lay-off is required.
2. Applicant must have a high school diploma or GED equivalent.
3. Applicant must fully complete and sign the SVEP training application documents. Information is collected for the purpose of accountability in the use of federal funds for training and scholarships. Permission for the release of information is included on the application form and acknowledged with the applicant's signature. In the absence of an applicant's signature, funds may not be awarded.
4. An eligible applicant must work or reside within the primary grant service region or be a dislocated or unemployed worker from the primary grant service region. The primary service region includes the counties of Fredrick, Clarke, Warren, Page, Shenandoah, Rockingham, Augusta, Highland, Bath, Rockbridge; and the cities of Winchester, Harrisonburg, Staunton, Waynesboro, Lexington and Buena Vista; and the service regions for Lord Fairfax and Dabney S. Lancaster Community Colleges. The service region for Virginia Manufacturers Association and JMU programs includes the Commonwealth of Virginia.
5. Both Virginia residents and out-of-state applicants are eligible for scholarships, if they meet eligibility requirements and reside or work in the primary grant service region. The maximum scholarship amount to be funded will not exceed the in-state amount.
6. To be approved for training and/or scholarship funding, an applicant must provide eligibility information in three categories; eligibility to work in the U.S., verification of age to be 18 years or older, and verification of selective service registration. Attached is a Verification of Eligibility Chart, which provides a list of approved documents that can be used as verification sources. Exceptions apply for high school dual enrollment in approved credit programs.
7. Scholarships are available for students seeking enrollment in SVEP identified and approved training programs through grant contracted education and training partners which include Lord Fairfax Community College (LFCC), Dabney S. Lancaster Community College (DSLCC), Blue Ridge Community College (BRCC), Virginia Manufacturers Association (VMA), and James Madison University (JMU). Registered apprenticeship programs are provided through Massanutten Technical Center, Valley Vocational Technical Center, and James River Technical Center. All approved programs successfully end with the participant earning at least one credential and a copy is retained in the participant file as proof of credentialing.
8. Eligible training and/or scholarship applicants must meet education and training provider requirements for enrollment, program specific assessments, and course registration. It is the

responsibility of the participant to work with the education and training provider and the Participant Employment Specialist to understand and meet these requirements.

9. The scholarship award period will begin July 2010 and end with spring 2013 registration (January 2013) or will end when funds allocated for scholarships have been depleted. SVEP scholarship funding may not be available for the completion of all coursework for all programs. Every effort will be made to work with participants so funding can be leveraged and participants can complete programs as outlined in their Individual Training Plan.
10. Scholarships will fund the full or partial cost of tuition, some fees and mandatory tools for coursework; textbooks, supplies, and other course costs are not covered through SVEP grant funds. Individuals may receive financial assistance from other sources to offset additional course related costs such as books, supplies and equipment or leverage funds from another source for tuition and fees.
11. Participants should work with education and training personnel (program head, academic advisor, financial aid representative) and SVEP Participant Employment Specialist to investigate additional funding sources to be leveraged with grant funds. This is desirable so scholarship funds can be leveraged and more workers can benefit from grant funded training.
12. Students are eligible for more than one course scholarship each semester, so an eligible applicant may enroll in two or more classes per semester using grant funds. The student must successfully complete each class or program to receive additional scholarships. If the course or program is not successfully completed the recipient will be responsible for repayment to the grantee. Concessions will be made for dislocated and unemployed workers.
13. Scholarship funding will be used to pay for a class one time. If a class is repeated, scholarship funding may not be applied for tuition to the same class. Scholarship funds may be used for credential testing one time. If an exam needs to be repeated, grant funds will not pay for a retest. Concessions will be made for dislocated and unemployed workers.
14. Grant funds may be used for tuition and fees for the completion of up to three developmental courses so the applicant may begin a grant approved program. Successful course completion of each developmental course is required to receive program funding.

SVEP Grant Information Contact

Shenandoah Valley Workforce Investment Board
Sharon Johnson
Director, Shenandoah Valley Energy Partnership (SVEP) Grant
sjohnson@valleyworkforce.com
540-649-4322

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The Jobs for Veterans Act (Pub. L. 107-288) requires priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training directly funded, in whole or in part, by DOL. The regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act found at 20 CFR part 1010.

An Equal Opportunity Program. Auxiliary aids and services are available upon request to individuals with disabilities.