



1000 Coffeen St
Watertown, NY 13601
315-786-3651

A proud partner of the American Job Center network

5274 Outer Stowe St
Lowville, NY 13367
315-376-5800

Thank you for your interest in our Classroom Training Grant Program. Please note that funding is dependent upon various eligibility requirements, the likelihood of training leading to full-time employment based on in-demand occupations in our area, and the availability of limited funding. The grant can only be applied to tuition and mandatory fees (except for book costs of youth participants) prior to the start of the course; individuals cannot be reimbursed for courses in session or already completed. Below are the steps that need to be taken before we can determine if you will qualify for a Classroom Training (CRT) Grant.

First steps:

- ☐ Apply, be accepted into your educational program, and be able to provide the acceptance letter from the school or training program. (CDL-B Applicants can be screened prior to enrollment provided they already have their CDL-B learner permit)
- ☐ Provide documentation on your Financial Aid (if applicable), to include PELL, TAP, GI Bill, and MyCAA (for military spouses). This also includes a denial if you are not eligible for Financial Aid.
- ☐ Have a financial statement from the school listing total costs, financial aid received, and remaining balance.
- ☐ Complete the initial documents packet:
 - Grant Application
 - * Including the essay (question 9)
 - Training Questionnaire
 - Supplemental Questionnaire
 - Work Search Record (need to complete only if you are currently unemployed)
- ☐ ALL CDL Applicants must provide the following:
 - A copy of your DMV driving record, A.K.A. Driving Abstract, Motor Vehicle Record: accessible through the State DMV office.
 - * <https://dmv.ny.gov/records/get-my-own-driving-record-abstract>
 - Proof of 6th grade level English Language Proficiency: HS Diploma or Transcript, GED, HS Equivalency, College Degree or Transcript, etc.)
 - * Available through the school/college attended and/or <https://www.parchment.com/students/order-status/>

Submit all required documents to the appropriate person based on your County & age. Upon receipt of the completed application, we will contact you regarding the next steps in the process. Please allow a few business days for us to respond via email or phone that your application has been received.

Jefferson County (under 25)

Cody Lothrop

315-786-3671

clothrop@jeffersoncountyny.gov

Jefferson County (25 or older)

Alyson Wesley

315-786-3659

awesley@jeffersoncountyny.gov

Lewis County (any age)

Thomas Fulmer

315-376-5410

thomas.fulmer@dfa.state.ny.us

I have read and understand the steps to apply for a Grant through the WorkPlace.

Signature

Date