



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 limited, and that the education you are pursuing must be considered an in-demand occupation in our area.

Below are the steps that need to be taken before we can determine if you will qualify for a Classroom Training (CRT) Grant. Please note that if your parent(s) claim you on their tax return, you must meet the poverty level to qualify for funding. Our funding may only be used towards tuition and mandatory fees. Unfortunately, we cannot pay for housing, books, living expenses, travel expenses, etc.

First steps:

- Apply, be accepted into your educational program, and be able to provide the acceptance letter from the school or training program.
- 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
 - Training Questionnaire
 - Supplemental Questionnaire
 - Work Search Record (if you are currently unemployed)

Once you have completed the application packet and have proof of your Financial Aid awards, please submit all required documents to the appropriate person based on your County & age. Upon receipt of the **completed** application, we will contact you for the next step in the process.

**Jefferson County
Under 25 years old**
Amelia Erdem
315-786-3671
aerdem@co.jefferson.ny.us

**Jefferson County
25 years old or older**
Sara Booth
315-786-3659
sbooth@co.jefferson.ny.us

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