Northern Virginia Community College

Workforce Financial Assistance

Overview and Policy...

What is FANTIC?

Workforce Financial Assistance (FANTIC) provides funding for students demonstrating the required financial need who desire to enroll in an approved FastForward training program leading to the attainment of an industry-recognized credential or licensure and are not eligible for other funding grants or financial assistance. Applicants will be awarded on a first-come first-served basis and funding shall be used only for approved FastForward programs and related testing. Award amounts are based solely on the program charges. This financial assistance will pay for 100% of the student’s tuition cost for the program. Required books and exams may not be included with all programs and may be an additional cost. Funding for the FANTIC program is limited.

NOTE: FANTIC is a subset of FastForward/Workforce Credential Grant (WCG). FANTIC participants must adhere to the FastForward agreement. Failure to complete the program will result in the student’s financial obligation to pay an additional one-third of the overall cost of the program back to the Commonwealth of Virginia.

What is expected?

Participants in FastForward programs are expected to adhere to the attendance requirements, satisfactorily complete any requirements set by the instructor and/or program, and sit for the Industry Credential exam. Those that do not pass the class, (for any reason), may not sit for the industry certification exam and will be invoiced and responsible for paying, the second one-third of the overall cost of the class. Those that sit for the Industry Credential exam and fail to pass the exam may take the exam again at their own expense.

NOTE: A student who fails to successfully complete a FANTIC funded FastForward program will be ineligible for additional awards.

How to Apply

1. Complete the FANTIC Application Form including the Memorandum of Understanding (MOU) online.
2. Gather required supporting documents as outlined in the application/checklist and submit documents when requested by a NOVA Workforce team member.
3. Complete the Domicile Determination Form and FastForward/WCG Agreement Form, which will be emailed to you.

Applications should be submitted at least 2 weeks before the class starting date. Completion of the application does not guarantee you have qualified for FANTIC. Applications will be reviewed by a NOVA Workforce team member to determine if all qualifications have been met for the program.

NOVA Workforce Refund Policy

In the event, an applicant wishes to drop a class they must adhere to the NOVA Workforce Refund Policy which requires a minimum of four (4) calendar days’ written notice prior to the start of the class to receive a refund. In the event NOVA Workforce cancels a class due to insufficient enrollment or other extenuating circumstances, the applicant will be given the option of switching to another section of the same class or receiving a refund and any financial assistance award refund will revert to NOVA Workforce.
What are the qualifications?

To participate in the program, the applicant shall:

1. Be a **US citizen** or eligible noncitizen. Permanent Residents must **provide a copy of the Permanent Resident card** showing the A-number and meet the one-year domicile requirement.

2. Be a **resident of the Commonwealth of Virginia** for a minimum of one year.

3. Be **eighteen years of age** if the applicant has completed secondary school or nineteen years old otherwise.

4. Be in **compliance with Federal Selective Service** registration requirements (for male applicants only).

5. **Not be enrolled in an associate or bachelor’s degree program** unless the Workforce program provides training related to the degree program and is necessary to meet job requirement or advance employment success.

6. **Enroll in a preapproved FastForward NOVA Workforce credential program.**

7. **Be ineligible*** for other forms of tuition funding including employer assistance plans or other tuition assistance programs from WIOA, SNAPET, TANF, VIEW, or any other state or federal programs;
   *May be asked to provide documentation of denial for other assistance programs.

8. Demonstrate **financial need** based on household income by:
   a. Providing proof that either the **student or dependent student’s parent(s)** is currently eligible for the Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF);
      - **For verification**, submit either a current/active SNAP or TANF Summary of Benefit letter.
   
      **OR**

   b. Demonstrating that the **student or the dependent student’s parent(s) has a household adjusted gross income** that is either or less than 400% of the Federal Poverty Guidelines depending on the student’s physical home address. This qualification will be determined by NOVA Workforce staff based on a Tax documents provided by the applicant.

      - **For verification**, submit one of the following
        - Tax Return Transcript* (preferred)
        - 1040 submitted to IRS for 2019 or 2020
        - W2’s for all jobs held by each person who are financially responsibly in the household

*Applicant must apply to the IRS to get a **Tax Return Transcript**. This process can take up to 10 business days so plan accordingly. IRS website: [https://www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript). If the tax transcript is unavailable, satisfactory proof of prior year income can include copies of tax returns or W2 forms.

Based on your (1) **ADJUSTED GROSS INCOME** (HOUSEHOLD) on your IRS Tax Transcript, (2) your locality and (3) the number of persons in your household (Exemptions), we will use the following table to determine your financial eligibility.

Your **ADJUSTED GROSS INCOME** (AGI) must be below ...

<table>
<thead>
<tr>
<th>Persons in Family/Household</th>
<th>2021 Poverty Guidelines (400% of poverty)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
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<tr>
<td>8</td>
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</tbody>
</table>

Contact Information and Questions

For more information on Workforce Financial Assistance, please contact NOVA Workforce at [FANTIC@nvcc.edu](mailto:FANTIC@nvcc.edu)
CHECKLIST – For students applying for FANTIC.

1. Please complete and submit the following documents online:
   - FANTIC application form including the MOU (https://form.jotform.com/NOVAWorkforce/fantic-application)
   - Photo ID such as a driver’s license or passport.
   - Age Verification (one of the following legal documents that shows student’s birthdate):
     - Birth Certificate
     - State-Issued ID
     - Driver’s License
     - Passport
     - Voter Card
   - Proof of Virginia Residency (any of the following must have the student’s name and address preprinted on the document):
     - Utility Bill
     - Housing Contract
     - Voter Card
     - Rent Receipt
     - Bank Statement
   - If you are a Permanent Resident, you must provide your Permanent Resident card which shows the A-number.

2. When contacted by a NOVA Workforce team member submit supporting documents as needed:
   - Selective Service Registration Compliance (for male applicants only)
     (For more information: https://www.sss.gov/Registration/Status-Information-Letter)
   - Financial Need Verification (Option 1 or 2 to verify financial need based on household income):
     - OPTION 1: SNAP or TANF eligibility
       - Current/Active SNAP OR TANF Card
       - REQUIRED: all the pages from the “Notice of Action of Benefits” – i.e. the summary of benefits stating eligibility for either SNAP or TANF
     - OR
     - OPTION 2: Household Income (one of the following):
       - IRS Tax Return Transcript (can be obtained at https://www.irs.gov/individuals/get-transcript)
         - Only Tax Return Transcripts are accepted. IRS Account Transcripts are NOT acceptable.
         - Remember, if the applicant is a dependent, the tax return transcript must be from the tax return they are claimed on, not the applicant’s tax return!
       - If the tax transcript is unavailable, submit one of the following
         - 1040 submitted to IRS for 2019 or 2020
         - W2s for all jobs held by each person who are financially responsibly in the household

3. When contacted by a NOVA Workforce team member complete the following forms online:
   - Domicile Determination Form and FastForward/WCG Agreement Form

SNAP = Supplemental Nutrition Assistance Program
TANF = Temporary Assistance for Needy Families

Updated January 2021