

CareerSource-Capital Region (CSCR) Eligibility Process & Steps to Receive a CSCR ITA

Please note this Document is a Guide Only and Is Subject to Change

If you are interested in having CareerSource-Capital Region pay for your training you will need to complete an eligibility process to receive the needed Individual Training Account (ITA) Voucher. Please note:

- 1) the ITA Voucher process can take up to 8 weeks (4 of the weeks are allocated for review and approval by CareerSource Capital Region)
- 2) you must be determined "WIOA eligible" (based on federal household annual income guidelines or qualify as a dislocated worker) to be considered for an ITA. You will be required to provide supporting documentation to be determined eligible
- 3) you are required to complete the following steps prior to your first appointment at CareerSource Capital Region
 - ✓ Complete and submit your TCC application (<https://forms.tcc.fl.edu/Application/Application/Intention>)
 - Request your official high school or GED transcript be sent to TCC's Admission and Records Department
 - Submit two approved proofs of FL residency to TCC's Admission and Records Department (e.g., driver's license, vehicle registration, voter's registration card) that reflect an issue date of at least one year prior to the first day of class you plan to attend to the Office of Admissions and Records
 - ✓ Register for the 1st required course of the desired TCC program (<https://eaglenet1.tcc.fl.edu>)
 - ✓ Complete the current year's FAFSA (Visit <https://fafsa.ed.gov> to complete your financial aid application and select TCC School Code 001533)
- 4) At your first appointment provide print outs of the following items to your assigned Career Specialist at CareerSource Capital Region
 - ✓ Course Registration
 - ✓ Award Letter and Student Aid Report (retrieved from email used to apply for FAFSA)
 - ✓ Official cost of tuition, books, uniforms, and/or tools provided by the TCC Program Coordinator
 - ✓ Any college transcripts, if applicable

If you fail to bring required documentation to your appointment at CareerSource Capital Region it will delay the process of being awarded an ITA.