

# Career Forward Interest Form Tutorial

## 1. Please enter your personal information in this section.

The form contains the following fields and labels:

- Name\***: Two input boxes labeled "First Name" and "Last Name".
- ACC Student Number/SNumber (if applicable)**: A dropdown menu with the option "Leave this blank if you do". Below it is a note: "PLEASE DO NOT submit your Social Security number!!".
- Address\***: Two input boxes labeled "Address Line 1" and "Address Line 2".
- City**: An input box.
- State**: A dropdown menu.
- ZIP Code**: An input box.
- Phone\***: An input box.
- Email\***: An input box.
- Date of Birth\***: Three dropdown menus for month, day, and year, with a calendar icon for the year.

## 2. Your potential eligibility for Career Forward depends upon this first question.

- "No" indicates that you did not have any economic loss or displacement due to COVID-19.
- "Yes" indicates that you did have an economic loss or displacement due to COVID-19.
- If you answer "No," you are not eligible for Career Forward.

\* Economic loss or displacement due to COVID-19 includes but is not limited to job loss, reduced hours of employment resulting in lower pay, job change that resulted in lower pay, necessity to care for others resulting in a lower level of income, significant personal or familial impact due to contracting COVID-19 that led to a lower level of income, or other potential forms of impact as well (if you are unsure if you experienced economic loss due to COVID-19, please contact Caz Bemski).

**I attest that I have experienced an economic loss due to the COVID-19 pandemic or suffered another form of economic loss.\***

- ☒ Yes  
☐ No

It is required that the participant responds to this affirmation statement via checkbox to ensure that the participant meets the federal eligibility requirements.

## 3. Do you live in a Qualified Census Tract?

\* There is a link on the form that will take you to another website where you can figure out if you live in one of these areas. When you got to the other website, you will enter your address, check the box on the left of the page that will make the Qualified Census Tract borders show on the map, and then take a screenshot or save the webpage as a pdf that you will upload and attach to the Career Forward interest form. If you live in a QCT, your address will show up within one of the purple spots on the map. If you do not live in a QCT, click No in response to Criterion 1 on the Career Forward Interest Form.

**Criterion 1: My Address on File with Arapahoe Community College is in a Qualified Census Tract.\***

- ☒ Yes  
☐ No

Use this site to verify: [https://www.huduser.gov/portal/sadda/sadda\\_qct.html?locate=\\$fips\\$](https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=$fips$) (from link- enter student address and "go" then check the "Color QCT Qualified Tracts." You will need to zoom into at least 7+ on the map. If address is in a purple shaded area, it is in a QCT)

**Use this site to verify: [https://www.huduser.gov/portal/sadda/sadda\\_qct.html?locate=\\$fips\\$](https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=$fips$)**  
**(from link- enter student address and "go" then check the "Color QCT Qualified Tracts." You will need to zoom into at least 7+ on the map.**  
**If address is in a purple shaded area, it is in a QCT)**

**Criterion 1 Supporting Documentation (screenshot/PDF of the link above, etc.)\***

No File Chosen

Use this site to verify: [https://www.huduser.gov/portal/sadda/sadda\\_qct.html?locate=\\$fips\\$](https://www.huduser.gov/portal/sadda/sadda_qct.html?locate=$fips$) (from link- enter student address and "go" then check the "Color QCT Qualified Tracts." You will need to zoom into at least 7+ on the map. If address is in a purple shaded area, it is in a QCT)

4. **Is your annual income at 300% of the federal poverty guidelines based on family size, is your household considered low income or below based on the Area Median Income for your county, or is your estimated family contribution at or below a certain threshold based upon your FAFSA?**

\* If any of these options are true for you, you can click on that option. You will need to upload supporting documents that prove what you are claiming; these documents could be SNAP documentation, AMI County Documentation, FAFSA documents, or potentially other documents as well. If none of these options are true for you, please click none of these apply in response to Criterion 2 on the Career Forward Interest Form. You can find out more about federal poverty guidelines here: [Federal Poverty Guidelines](#). You can find out more about AMI here: [AMI Guidelines](#). You can find out more about your expected family contribution here: [FAFSA Expected Family Contribution Guidelines](#).

**Criterion 2: "I meet one of the following income criteria" (documentation is required)\***

☒ My household annual income is at 300% of the federal poverty guidelines or less (based on family size)

☐ My household is considered 'low income' or below based on the Area Median Income (AMI) for my county

☐ My estimated family contribution for college is at or below \$5,846 for 2021/22 academic year or \$6,206 for the 2022/23 academic year via the FAFSA estimator (you will need to print/save and sign the output for documentation purposes- you do not have to apply for FAFSA to use the estimator)

☐ None of these apply

**Supporting Documentation (includes SNAP, AMI County Documentation, FAFSA Documents, etc.)\***

No File Chosen

5. **Are you eligible for certain federal programs such as SNAP, TANF, Medicaid, and so on, are you or any one in your household eligible for free or reduced-price lunch, are you unemployed or underemployed, are you a dislocated worker, or are you homeless or at risk of being homeless?**

\* If any of these options are true, you can click on that option. You must upload supporting documents that prove what you are claiming; these documents could be SNAP/TANF/Medicaid documentation, Unemployment Benefits, Dislocated Worker Documents, or potentially other documents as well. If none of these options are true for you, then you unfortunately do not qualify for Career Forward.

**Criterion 3: "I had another economic loss due to COVID-19, and I did not fill out a FAFSA or CASFA"**

**Check all that apply (documentation will be required):\***

☐ I, or anyone in my household became eligible for certain federal programs such as SNAP, TANF, WIC, SSI, Medicaid, Headstart, Section 8, IHLEAP, etc.

☐ My household became eligible for free or reduced priced lunch

☐ I am or have experienced unemployment or underemployment

☐ I am a dislocated worker

☒ I am homeless or at risk of being homeless

☐ None of these apply

**Supporting Documentation (includes SNAP, Medicaid, Unemployment Benefits, etc.)\***

No File Chosen

6. **Please enter your recent employment history, your highest level of education, your preferred campus location, your academic pathway of interest, and how you found out about the program.**

\* The last step is to make sure that you click "Submit Form." Once you have submitted the form, I will receive an email that indicates that a new interest form was submitted, and I will in turn reach out to you in order to confirm your potential eligibility for Career Forward.

**What was your most recent employment/occupation/industry?\***

**What is the highest level of school or degree you have completed?\***

**Which ACC campus would you like to attend?\***

- ☐ Littleton
- ☐ Castle Rock
- ☐ Online

**Which academic pathways are of interest to you?\***

- ☐ Arts, Communication, and Design
- ☐ Business
- ☐ Global, Human, and Social Studies
- ☐ Health
- ☐ Math and Sciences
- ☐ Public Services
- ☐ Technology

**How did you find out about this program? \***

Submit Form