



CFCC 2009-2010 DISLOCATED WORKER WORKSHEET

Office of Financial Aid, Bryant Student Union Room 201
PO Box 1388, Ocala, FL 34478-1388
Ph: 352-873-5801, Fax: 352-873-5875

Student Name: _____

Phone: _____

CFCC ID#: _____

You or your parent or spouse were classified as a dislocated worker on your 2009-2010 Free Application for Federal Aid (FAFSA) because you either answered "YES" to question 85 (that your parent is a dislocated worker) or "YES" to question 103 (that you or your spouse is a dislocated worker). In order to document your dislocated worker status, you must provide a written statement of your personal circumstances and the requested information below:

- | | YES | NO |
|--|--------------------------|--------------------------|
| • Have you, your parent or your spouse lost your job?
<i>(Provide written documentation of your job loss such as pink slip, letter of severance, pay stubs, etc.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Have you, your parent or your spouse been laid off or received a layoff notice from a job?
<i>(You must provide a copy of your layoff or intent to layoff notice from your job.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you, your parent or your spouse receiving unemployment benefits as a result of being laid off or losing a job, and are you unlikely to return to your previous occupation?
<i>(You must provide a copy of your unemployment benefits and a written explanation as to why you are unlikely to return to your previous occupation.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you, your parent or your spouse self-employed but are unemployed due to economic conditions or a natural disaster?
<i>(You must provide written proof that you, your parent or your spouse, are self-employed but are unemployed due to economic conditions or a natural disaster; e.g., tax information, unemployment compensation information, proof of natural disaster and its effect on your employment status.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you, your parent or your spouse receiving unemployment benefits?
<i>(You, your parent or your spouse may not be considered a dislocated worker if you or they have quit a job and are receiving unemployment benefits. You must provide a copy of the unemployment benefits and a written statement as to the circumstances of your unemployment status; e.g., certification from a former employer that you were laid off and did not quit your job.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are you, your parent or your spouse a displaced homemaker? A displaced homemaker is generally a person who previously provided unpaid services to the family (e.g., a stay-at-home mom or dad), is no longer supported by the husband or wife, is unemployed or underemployed, and is having trouble finding or upgrading employment.
<i>(You must provide documentation as to your displaced homemaker status; e.g., stay-at-home mom or dad records, employment records, separation or divorce documents, unemployment records, etc.)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "YES" to any of the above questions, you must provide a written statement and the requested documentation. You are encouraged to visit a One Stop Workforce Innovation Center for certification of your dislocated worker status (see attached list). If you answered "NO" to any of the above questions, cannot provide the requested documentation or marked "DON'T KNOW" on the FAFSA, you must contact the Office of Financial Aid for further instructions.

SIGNATURE

Student's Signature: _____

Date: _____

Office of Financial Aid use only	
Dislocated worker status:	_____ / _____ Approved Denied
Reviewing official's signature:	Date: ____/____/____

Outplacement Services

SURVIVING A LAYOFF IS NEVER EASY. SIX STEPS TO RECOVERY.

1. Apply for unemployment

Go to www.fluidnow.com or call 1-800-204-2418 to register online or via telephone. If you need computer access, stop by one of our workforce centers.

2. Make financial arrangements

Review your current expenses and unemployment benefits. Develop a budget eliminating any unnecessary expenditures. If you need assistance ask for help from Consumer Credit Counseling.

3. Take care of yourself

Layoffs affect everyone differently. Seek counseling if you need it or find a friend, family member or church contact to provide support.

4. Develop a career search package and skills

From an impeccable resume to killer interviewing skills, begin to put your package together with the help of our staff. The job market is fierce right now. Give yourself the edge. If you need training to move to an occupation with job growth explore short term training and educational options. Attend one or more of our workforce workshops.

5. Look beyond the want ads

Utilize Employ Florida Marketplace and a variety of other strategies. From your personal network to online resources to job fairs to direct communication, a multi-pronged approach is the key to success.

6. Follow-up is critical

Employers like candidates who really want the job. A personal thank you after the interview signifies your interest. Coming to the job prepared and ready to work will ensure that the first 90 days is smooth.

Form more details, ask for a copy of
Surviving a Layoff by Harry Dahlstrom

Four Locations to Serve You

CITRUS LEVY AND MARION COUNTIES

www.clmworkforce.com

1-800-434-JOBS (5627)

CITRUS COUNTY

1103 E Inverness Blvd.
Inverness, FL 34452
(352) 637-2223

MARION COUNTY

2703 NE 14th St.
Ocala, FL 34470
(352) 840-5700

LEVY COUNTY

9030 NE Hwy 27A
Bronson, FL 32621
(352) 486-5580

WORKFORCE CENTER PADDOCK PARK

3300 SW 34th Ave., Suite 148
Ocala, FL 34474
(352) 840-5700



Workforce Connection is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@clmworkforce.com. Please make request at least three business days in advance.