

MFIP EDUCATION and TRAINING GUIDE

This handout is a guide to have a meaningful dialogue with your participant about education/training opportunities. Please consider the items below and discuss the information with the individuals who are interested in attending post secondary education.

Please keep in mind. It is important to balance what the school says with information from the work place: employers, employees. Participants are encouraged to consider Minnesota State Colleges and Universities (MNSCU Schools) as they are very accommodating, affordable, and offer excellent educational opportunities. MNSCU schools website: www.mnscu.edu

Participant Name:	Case Number:
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SCHOOL INFORMATION

Name of School:	Length of Training:
Job/Occupation of Interest:	
Number of credits required:	Total tuition cost per year:
Job Requirements (experience and education if applicable):	

1. Why did you select this occupation and do you think this occupation is a good fit for you?

2. Have you applied to the school and/or already been accepted into the school? Yes No

3. Have you completed your financial aid packet? www.fafsa.ed.gov - (attach copy of award letter)
 Yes No

4. How much is covered by Pell grants and State grants? _____

5. How much loans will you be responsible for? _____

6. Is tutoring or other support services available? Yes No

7. Is there an internship/volunteer requirement? Yes No

8. Upon completion, is there a test you must pass to receive a certificate/certification? Yes No

9. Is there placement assistance is available from the school? Yes No
10. What is the placement rate for this program at this school? _____
11. What is the average rate of pay for their graduates? _____
12. Do you have enough money to cover your costs while you are in school? Yes No
If not, what is your plan to cover the costs of school and other expenses? _____

13. Does the occupation enable you to meet your financial obligations? Yes No
14. Concerns identified/discussed with participant regarding the school/training program or resulting job?
 Yes No
15. Criminal history? Yes No, if yes, please explain the potential effect on school/training.

OTHER MFIP RELATED NEEDS

- Explain MFIP Education Policy and Requirements
- MFIP Education Assistance/Client support (if applicable)
- Childcare Plan
- Transportation Plan
- Other Resources needed from MFIP Counselor

REQUIRED DOCUMENTATIONS FOR CASE FILE

- Employment Plan and Activities
- Financial Aid Award Letter
- Information on Education Program
- Class Schedule
- Statement of study time recommended from School/Training Site
- Semester Grades
- Monthly School Attendance Form

CAREER/EDUCATION RESOURCES

Consider exploring the websites below to determine the right education or training path for you.

Explore Job Interest and Labor Market information: Find out which career you plan to major in

iseek.org	Minnesota's career, education and job resources
mn.gov/deed	MN department of employment and economic development, learn about the ways DEED helps job seekers, businesses and communities
onetcenter.org	Tool for career exploration and job analysis
bls.gov/ooh/	Research careers in the Occupational Outlook Handbook
mynextmove.org	Try the U.S. Department of Labor's career search if you're not sure what career you might want
revisor.mn.gov/statutes	Refer to MN Stat.Chapter 609 B for MN jobs and professional licensing affected by convictions or adjudications. Many jobs require criminal background check. Examples of careers often not available to people with offender backgrounds include the following: Child care, Vulnerable Adult Care/PCA, Financial institutions, Health Care, Education

Explore Colleges and Universities: Determine and apply to which college/university fits your need

mnscu.edu	Explore Minnesota colleges and universities
nces.ed.gov	Use college navigator to find the right school for your career intentions

Scholarships/Financial Aid: Apply for scholarships and financial aid

careerinfonet.org	Use the U.S. Department of Labor's scholarship search to find scholarships.
ohc.state.mn.us	Scholarships offered by Minnesota Institutions
minnesotajobs.com	Scholarship available to students enrolled in MN Institutions
fafsa.gov	Apply for federal student aid. Get to know the financial aid staff at the school you plan to attend, they can help you with aid applications and explain the types of aid available.
Studentaid.ed.gov	Learn how to prepare for college, what types of aides are available, how to apply for aid and manage loans
irs.gov	Read IRS <i>Publication 970, Tax Benefits for Education</i> to see how you might benefit from federal income tax credits for education expenses

Once you are accepted into the school of your choice and receive your financial aid package:

1. Examine the tuition bill and make sure you understand all the fees and how they will be paid (ex: scholarships, student loans)
2. Compare the bill to your financial aid package to ensure you have funds to cover tuition and book cost.
3. Speak with the school's financial aid office and ask MFIP Counselor for assistance and advice if you do not have sufficient funds to cover tuition.
4. Turn in required documentations to your MFIP Counselor.