North Carolina Central University

Office of Scholarships and Student Aid

919/530-6180 • 919/530-7959 (fax)

2017-2018 DISLOCATED WORKER/DISPLACED HOMEMAKER FORM

_____ _____

Student's Last Name First Name MI Student's NCCU Banner ID

Dear Parent:
You indicated on the Free Application for Federal Student Aid (FAFSA) that you or your spouse is a dislocated worker/displaced homemaker..
**NOTE: If a person quits work or is terminated because of job performance, generally he/she is not considered a dislocated worker even if the person is receiving unemployment benefits.*

Check the following person who was a dislocated worker/displaced homemaker at the time you filed your FAFSA.

_____Mother or Parent 1 – Name:_____

_____Father or Parent 2 - Name:_____

_____Check here if the person above has been employed since being dislocated/displaced IN ANY FIELD of work.
_____Check here if the person above is currently trying to find employment.

_____Check here if you and/or your spouse **are not** considered a dislocated worker/displaced homemaker.

- **STOP** – Please sign this form and either fax it to (919/530-7959) or mail to the address listed above. A correction will be submitted electronically on your behalf to the Federal Processor to update your FAFSA.

For Displaced/Dislocated reasons you must submit all documents required below:

2. **Please review the following and indicate which situation(s) apply for the person checked above. Please submit a letter explaining dislocated worker/displaced homemaker situation in detail. In addition, submit the acceptable documentation listed below for each circumstance. Please include the student's name and BANNER ID on every document**.

_____Has been permanently laid off or terminated from previous occupation – ***Documentation Required***

- Submit copy of separation or termination notice from previous employer

_____Receiving unemployment benefits due to being laid off or losing a job and is unlikely to return to a previous occupation ***– Documentation Required***

- Submit current documentation of unemployment compensation benefits showing effective dates

_____Self-employed but is now unemployed due to economic conditions or natural disaster – ***Documentation Required***

- Submit a 2015 IRS Tax Return Transcript and all 2015 IRS Tax Return Transcript schedules
- Submit proof of income loss
- Submit proof of business closing

_____Displaced homemaker 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 having trouble finding or upgrading employment – ***Documentation Required***

- Submit copy of divorce or legal separation papers
- Submit copy of death certificate for spouse
- Proof of Unemployment

_____Spouse of an active duty Member of the Armed Forces– ***Documentation Required***

- Copy of spouse's active military orders
- Copy of spouse's permanent change of station orders (PCS)
- Letter from former employer indicating dates of employment and year to date earnings
- Proof of Unemployment

Each person signing this worksheet certifies that all of the information reported is accurate and complete. **The student and at least one parent must sign.**
WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

X _____
Student Date

X _____
Parent/Stepparent Date

Return completed form and all requested documents to:
Office of Scholarships and Student Aid
P. O. Box 19496 Shepard Station, Durham, NC 27707
Fax: 919/530-7959

ENTER YOUR 9-DIGIT NCCU ID