

# DISLOCATED WORKER VERIFICATION FORM 2024-2025

## Student Information

LAST NAME	FIRST NAME	MI	SIS/PeopleSoft Student ID	DATE OF BIRTH

### Instructions:

You are required to submit this form and supporting documentation directly to the Office of University Financial Aid for processing.

**FIRST-YEAR AND TRANSFER APPLICANTS:** Please upload this form and documentation requested via the checklist on the admissions portal under the **Additional Tax Document** upload. **Case Western Reserve University does not utilize the IDOC system through College Board.**

**CONTINUING/CURRENT CWRU STUDENTS:** Please upload the completed form online by logging into the My Financial Aid Portal, clicking on the menu in the upper left corner, clicking on the Documents & Messages option and locate the **Dislocated Worker Verification Form** upload.

If you have any questions, please feel free to contact us at [financialaid@case.edu](mailto:financialaid@case.edu) or call 216-368-4530 or 800-945-4530.

## Dislocated Worker Verification 2024-2025

On your 2024-2025 Free Application for Federal Student Aid (FAFSA), you indicated that your parent met the definition of a “dislocated worker.” Before the Office of University Financial Aid can determine your eligibility for federal aid, you must document their status in accordance with federal regulations.

Please check the box below beside the description that best represents the status of your parent and submit this form along with the appropriate acceptable documentation for that status. *Except for the spouse of an active duty member of the Armed Forces, if a person quits work, generally he or she is not considered a dislocated worker even if, for example, the person is receiving unemployment benefits.*

A person may be considered a dislocated worker if he or she:	Acceptable supporting documentation required:
○ is receiving unemployment benefits due to being laid off or losing a job <b>and</b> is unlikely to return to the previous occupation	<ul style="list-style-type: none"> <li>▪ Current documentation of unemployment benefits showing effective dates and a written, detailed explanation of your current situation</li> </ul>
○ has been laid off or received a lay-off notice	<ul style="list-style-type: none"> <li>▪ Separation or termination notice, or documentation from employer showing termination</li> </ul>
○ was self-employed but is now unemployed due to economic conditions or a natural disaster	<ul style="list-style-type: none"> <li>▪ Copy of 2022 federal income tax return, proof of income loss</li> <li>▪ A written, detailed explanation of your current situation</li> </ul>
○ is the spouse of an active duty member of the Armed Forces and has experienced a loss of employment because of relocating due to permanent change in duty station or is unemployed or underemployed, and is experiencing difficulty in obtaining or upgrading employment	<ul style="list-style-type: none"> <li>▪ Copy of spouse’s active military orders</li> <li>▪ Copy of spouse’s permanent change of station orders (PCS)</li> <li>▪ Letter from former employer indicating dates of employment and year to date earnings</li> </ul>
○ is a displaced homemaker who previously provided unpaid services to the family (e.g. a stay-at-home mom or dad), is no longer supported by his/her spouse, is unemployed or underemployed, <b>and</b> is having trouble finding or upgrading employment	<ul style="list-style-type: none"> <li>▪ Divorce or legal separation papers, or death certificate of spouse</li> <li>▪ A written, detailed explanation of your current situation</li> </ul>

I certify that all of the information provided on this form and on the Free Application for Federal Student Aid (FAFSA) is true and complete to the best of my knowledge. I understand that if I purposely give false or misleading information on this form, or on the FAFSA, I may be subject to a \$20,000 fine, a prison sentence or both. ***Electronic signatures are not accepted.***

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s signature

\_\_\_\_\_  
Date