MCCA College Grant Program

PA 144 (2022-23 Budget)

PA 144 appropriated $5 million to the Corrections Officer Grant Program to be administered by the Michigan Community College Association. The program provides financial support to corrections officers employed by the MDOC who are required to meet the 15-credit hour education requirement.

Program Eligibility – Corrections Officers

Corrections officers employed by the Michigan Department of Corrections who are required to complete the 15-credit hour education requirement are eligible for the grant program.

The application system will verify employment and eligibility each semester.

MCCA College Grant Program

Program Eligibility- Community Colleges

The 31 community colleges that are members of the Michigan Community College Association are eligible to enroll students in the grant program.
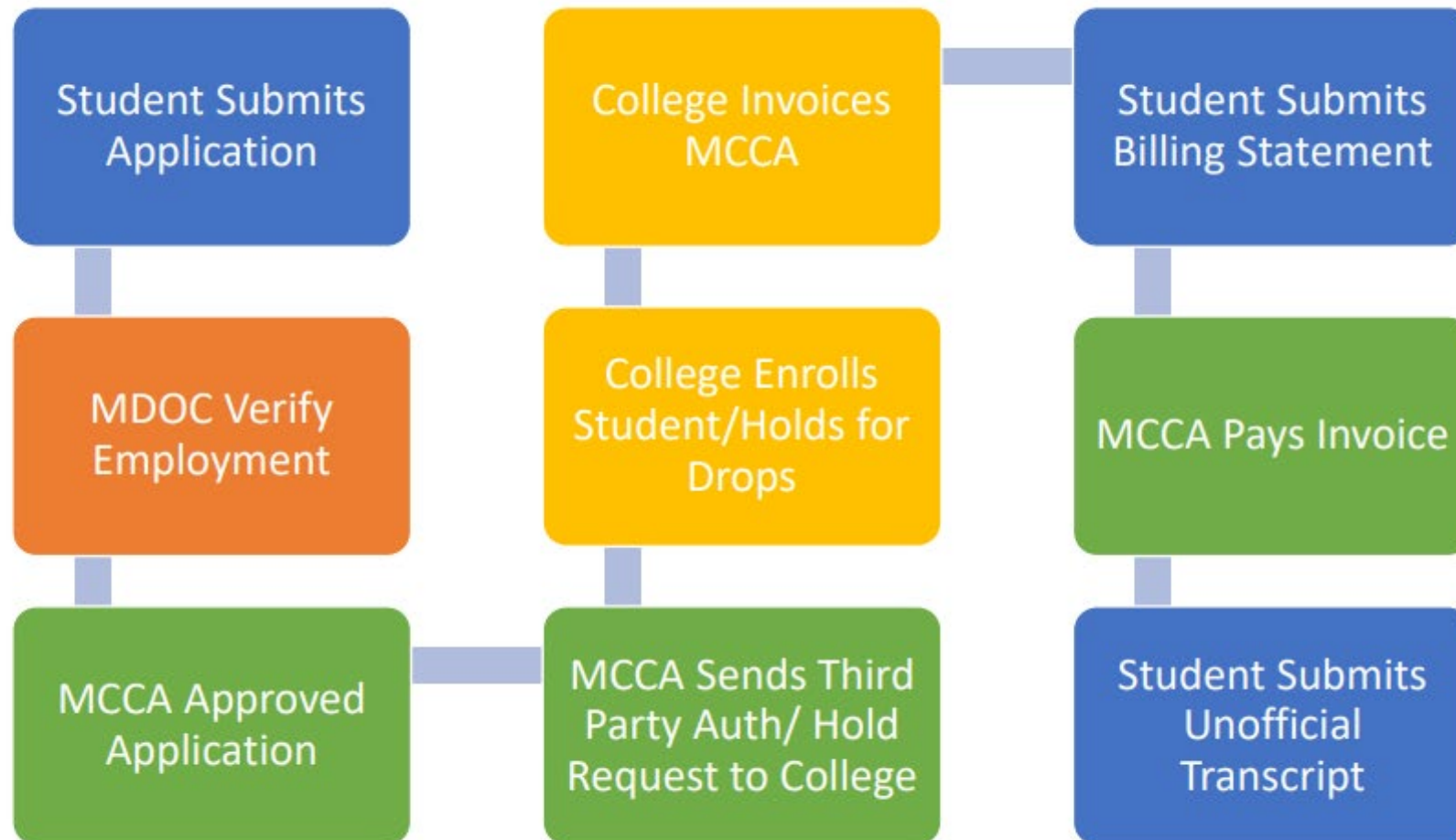
Public universities, private institutions, and out-of-state providers are not eligible institutions.

Program Length

- Continues until the $5 million is spent

- Currently planned through Summer 2025 (unless funds are spent prior to this or the program receives more funding)

Application Process (Each Term)

Student Responsibility - blue
MDOC Responsibility - orange
MCCA Responsibility - green
College Responsibility - yellow

Student Submits Application	College Invoices MCCA	Student Submits Billing Statement
MDOC Verify Employment	College Enrolls Student/Holds for Drops	MCCA Pays Invoice
MCCA Approved Application	MCCA Sends Third Party Auth/ Hold Request to College	Student Submits Unofficial Transcript

Officer completes college admissions paperwork at one of the 31 colleges and register for classes

Corrections officers may be eligible for **free tuition assistance** to meet the 15-credit hour education requirement.

Attend any of Michigan's 31 community colleges:

- Alpena Community College
- Bay College
- Bay Mills Community College
- Delta College
- Glen Oaks Community College
- Gogebic Community College
- Grand Rapids Community College
- Henry Ford College
- Jackson College
- Kalamazoo Valley Community College
- Keweenaw Bay Ojibwa Community College
- Kellogg Community College
- Kirtland Community College
- Lake Michigan College
- Lansing Community College
- Macomb Community College
- Mid Michigan College
- Monroe County Community College
- Montcalm Community College
- Mott Community College
- Muskegon Community College
- North Central Michigan College
- Northwestern Michigan College
- Oakland Community College
- Saginaw Chippewa Tribal College
- Schoolcraft College
- Southwestern Michigan College
- St. Clair County Community College
- Washtenaw Community College
- Wayne County Community College
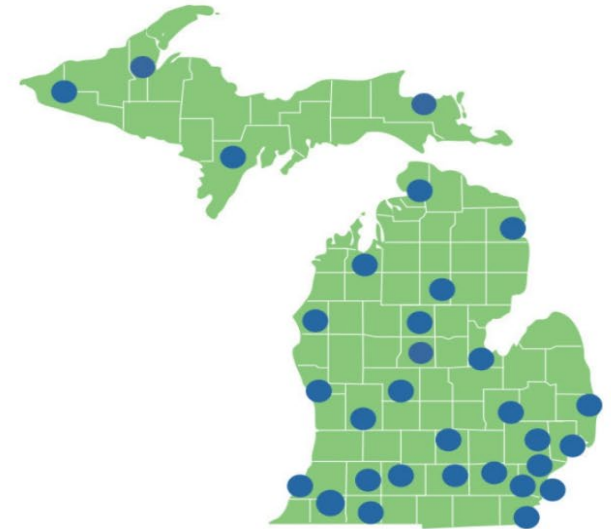- West Shore Community College

APPLY TODAY!

[Michigan Community College Association (mcca.org)](https://mcca.org)

Michigan Corrections Officer Grant Program

The Michigan Department of Corrections (MDOC) requires that corrections officers earn 15 college credits within 24 months of employment. The Michigan Corrections Officer Grant Program established a fund to be administered by the Michigan Community College Association (MCCA) to support tuition and fees for corrections officers enrolled at a Michigan community college.

2. have not earned 15 college credits and are eligible for the grant program with the approval of the Michigan Department of Corrections.
3. Enroll at a community college in Michigan. Out-of-state community colleges, public universities, and independent colleges are not eligible institutions for this program.

Application

The application requests the following information. Please have this information ready before you begin the application.

1. basic contact information including name, address, phone number, and email address.
2. employee ID, and social security number.
3. employment and eligibility verification form signed by the facility human resources office -OR- the email address of the facility human resources office.
4. the community college you plan to attend and in what semester you plan to enroll.

Once you register for classes, you will be required to submit additional information such as your billing statement from the college and your unofficial transcript once you complete the semester.

Application page link:

Note: for Fall 2022/Winter 2023:

Officers who attended classes and paid for classes out of pocket at one of the 31 eligible community colleges during Fall 2022 semester or Winter 2023 semesters qualify for reimbursement from MCCA. Select the semester you attended and paid for and prepare to provide your billing statement, proof of payment to the college, and an unofficial transcript to obtain reimbursement.

MICHIGAN COMMUNITY COLLEGE ASSOCIATION

Michigan Corrections Officers Grant Program

Thank you for your interest in the Corrections Officer Grant Program. The application requests the following information. Please have this information ready before you begin the application.

1. basic contact information including name, address, phone number, and email address.
2. employee ID, and social security number.
3. employment and eligibility verification form signed by the facility human resources office or the email address of the facility human resources office (form available at https://www.mcca.org/Michigan-Corrections-Officer-Grant-Program).
4. the community college you plan to attend and in what semester you plan to enroll.

We use Submittable to accept and review our submissions.

Create Your Account　　　Have An Account? Sign In

To be completed by facility HR; return to employee to upload with grant application

Employment and Eligibility Verification.docx (live.com)

Michigan Department of Corrections
Corrections Officer Grant Program
Employment and Eligibility Verification

The Michigan Community College Association is managing the Corrections Officer Grant Program on behalf of the Michigan Department of Corrections. Corrections officers must complete an application to receive funding. Facility human resources offices must complete the Employment and Eligibility Verification to ensure that the corrections officer is eligible for the program.

Facility human resources offices are responsible for verifying eligibility. Return the completed form to the corrections officers so that the officer can submit the form with other application materials. For questions about how to complete this form, contact the MDOC Recruitment Office.

CORRECTIONS OFFICER INFORMATION

Provide requested information about the corrections officer. Verification must be completed each semester of enrollment to ensure that the corrections officer remains eligible for the program.

Last Name: _____ First Name: _____

MDOC Employee ID: _____ Semester and Year: _____ (i.e., Fall 2023).

VERIFICATION

Verify that the corrections officer is employed by the MDOC and according to your records has not met the 15-credit hour education requirement.

☐ I verify that the corrections officer is currently an employee of the Michigan Department of Corrections.

☐ I verify that the corrections officer has not met the 15-credit hour education requirement.

Student Submits Billing Statement

About 3-4 weeks after the start of the semester, MCCA will ask students to upload their billing statement. Although the MCCA will work directly with community colleges for invoicing and payment, this step allows MCCA to verify that students are enrolled as expected.
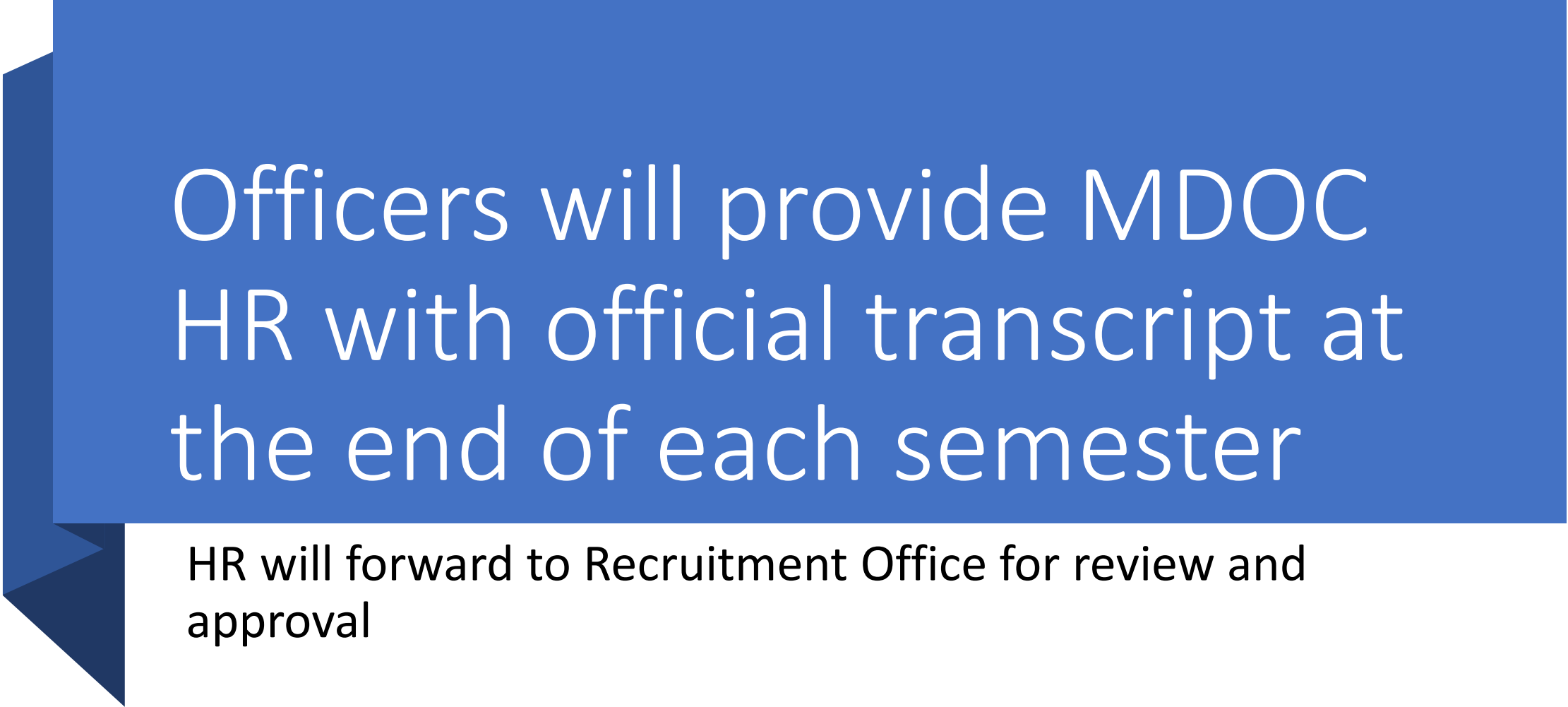
MCCA Issues Payment to Colleges

MCCA will promptly issue payment to community colleges. Payment documentation will include information about the students to ensure that accounts are properly credited.

MCCA will work with the billing contacts to ensure that we provide all of the necessary information with payment.

Student Submits Unofficial Transcript

At the end of the semester, students will be asked to submit an unofficial transcript. This will help MCCA with tracking credit attempts and completion for the purposes of approving grant applications for future semesters.

Officers will provide MDOC HR with official transcript at the end of each semester

HR will forward to Recruitment Office for review and approval

Corrections Officer Grant Program Policies

Corrections Officer Eligibility

Student/ Corrections Officer Eligibility: Corrections Officers (CO) who are employed by the Michigan Department of Corrections (MDOC) who have not earned 15 college credits are eligible for the grant program. COs must complete the education requirement with 24-months of employment with the MDOC or they will be separated. COs are notified by MDOC if they need to meet this requirement and corrections officers work closely with the MDOC and their facility human resources office to complete all the necessary requirements.

Other public safety officer eligibility: This program is only open to MDOC corrections officers who are required to meet the 15-credit requirement. Officers working in local jails or other facilities may be eligible for other programs, but not for this program.

Eligible Expenses

Expense eligibility: The grant will cover tuition and all fees including course fees, program fees, lab fees, and mandatory fees at the 31 approved community colleges in Michigan.

Out-of-district rates: The grant will cover out-of-district rates.

Required books and supplies expense coverage: The grant will not cover books and supplies.

Other Financial Aid: Since corrections officers are only required to complete 15 credit hours, most will not necessarily be degree-seeking students enrolled in programs that are federal financial aid eligible. The Corrections Officer Grant Program is a first-dollar program and should cover tuition and fees before any other aid.

Course Completion

Grade reporting: Corrections officers will be expected to submit unofficial transcripts to the MCCA for tracking purposes. Corrections officers are also expected to work directly with the MDOC and the facility human resources office to monitor progress toward completing the educational requirement. Once corrections officers complete all 15 credit hours, the corrections officer is required to submit official transcripts to the MDOC at MDOC-CO-Transcripts@michigan.gov.

Course withdraw/failure: MCCA will not seek a refund from students or colleges for withdrawal or failed courses. However, corrections officers are only eligible for a lifetime maximum of 15 credit hours paid by the Corrections Officer Grant Program. Withdrawal or failed courses will count toward the maximum of 15 credits.

Terminated Employment: If a corrections officer is terminated or separated from the MDOC during the semester of enrollment, the MCCA will not seek a refund from students or colleges. The CO will lose eligibility from the program until employment is reinstated and the corrections officer is approved by the MDOC.

Required Documentation: Corrections officers must provide billing statements and unofficial transcripts for each term through the application portal managed by the Michigan Community College Association.

Michigan Community College Association (mcca.org)

Michigan Community College Association (mcca.org)

Below Links for application for grant and employment verification form

Michigan Community College Association Submission Manager - Michigan Corrections Officers Grant Program (submittable.com)

Employment and Eligibility Verification.docx (live.com)