MICHIGAN CORRECTIONS
OFFICER GRANT PROGRAM

MICHIGAN COMMUNITY COLLEGE ASSOCIATION
MICHIGAN DEPARTMENT OF CORRECTIONS
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.

Eligibility

Corrections officers who meet the following criteria are eligible to submit an application:

1. Employed by the Michigan Department of Corrections
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.
There are 4 documents required each semester from the student to satisfy the grant requirements:

- Online application for the program
- Verification of Employment and Eligibility
- Student Billing Statement
- Unofficial Transcript
Process and Requirements Checklist:

1. Go to [www.mcca.org/Michigan-Corrections-Officer-Grant-Program](http://www.mcca.org/Michigan-Corrections-Officer-Grant-Program) and fill out the online application.

   - In the final section titled **EMPLOYMENT VERIFICATION**, choose the second option, **Send Employment and Eligibility Verification Reference**, enter the email address of your facility Human Resource Officer, the email address can be found on the MCCA website.
     - *When you submit the application, this will trigger HR to complete and send the verification without you having to get the paper form.*

   - If you choose the first option instead, **Upload signed Employment and Eligibility Verification**, download the form at [https://www.mcca.org/Michigan-Corrections-Officer-Grant-Program](https://www.mcca.org/Michigan-Corrections-Officer-Grant-Program), complete your information and have HR complete their information before submitting the form to the grant program.
Michigan Community College Association

The Michigan Community College Association is the unified voice for Michigan’s community colleges, empowering members to lead in the areas of student success, talent development, and community vitality.

To learn more about our colleges please click on the interactive map.

Email: corrections@mcca.org
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Application

The application requires 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. employer's and social security number.
3. employment and eligibility verification form signed by the facility human resources office. - 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.
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 officer or the email address of the facility human resources officer (form available at https://www.mccca.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]
**EMPLOYMENT VERIFICATION**

You must verify program eligibility using one of the following methods.

- Upload signed Employment and Eligibility Verification (completed form required, available at https://www.mcca.org/Michigan-Corrections-Officer-Grant-Program)
- Send Employment and Eligibility Verification Reference (email address of reference required, available at https://www.mcca.org/Correctional-Facility-Contacts)

**Upload Employment and Eligibility Verification Form.**

- Choose File
- Upload a file. No files have been attached yet.
- Acceptable file types: csv, doc, docx, odt, pdf, rtf, txt, wps, wpt, gif, jpg, jpeg, png, svg, tif, tiff

Download the Employment and Eligibility Verification Form at https://www.mcca.org/Michigan-Corrections-Officer-Grant-Program.

**Employment and Eligibility Verification Reference**

- Reference Email Address: email@example.com
- Enter the email address of the person you'd like to serve as a reference.
- Add Personal Message (optional)

Sending a reference request will not submit this form. You may send your reference request at anytime, otherwise it will be sent automatically when you submit this form.

Send Request Now

You may send the Employment and Eligibility Verification Form to your facility human resources office. The email address for the office is available on the MCCCA website at https://www.mcca.org/Correctional-Facility-Contacts.
Success!

You'll receive updates from Submittable by email—to ensure you receive all notifications, follow these steps. You can also check on the status any time in your Submittable account.

Return to Michigan Community College Association

Gmail Safelist:
If you find an email from notifications@email.submittable.com in your Gmail spam folder, select the email and click the Not Spam button.
Open an email that you have received from notifications@email.submittable.com.
Click on the down arrow next to Reply.
Click add notifications@email.submittable.com to Contacts list.

Yahoo! Mail Safelist:
You must set up a filter, but first:
If you find an email from notifications@email.submittable.com in your Yahoo! bulk folder, open the email and click Not Spam.
If you find an email from notifications@email.submittable.com in your Blocked Addresses list in Settings, select the email and click Remove Block.
To create the filter, follow these steps:
Open Yahoo! Mail and click on the gear icon. Select Settings in the upper right hand corner.
Select Filters in the bottom left corner, or select Filter Emails Like This.
On the Filters page, click Add.
Select the From header: rule, and add "contains" and add submittable.com.
Click the Choose Folder dropdown menu and select Inbox.
Pick the Add Filter button or Save.
Process and Requirements Checklist:

2 Enroll in classes.
   • Work with your chosen community college to enroll in classes for the semester.
<table>
<thead>
<tr>
<th>College Name</th>
<th>City</th>
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<tbody>
<tr>
<td>Alpena Community College</td>
<td>Alpena</td>
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<tr>
<td>Bay College</td>
<td>Escanaba</td>
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<td>Bay Mills Community College</td>
<td>Brimley</td>
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<td>Delta College</td>
<td>University Center</td>
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<td>Glen Oaks College</td>
<td>Centerville</td>
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<td>Gogebic Community College</td>
<td>Ironwood</td>
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<td>Grand Rapids Community College</td>
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<tr>
<td>Henry Ford College</td>
<td>Dearborn</td>
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<td>Jackson College</td>
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<td>Kalamazoo Valley Community College</td>
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<td>Kellogg Community College</td>
<td>Battle Creek</td>
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<td>Keweenaw Bay Ojibwa Community College</td>
<td>L'Anse</td>
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<td>Kirtland Community College</td>
<td>Grayling</td>
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<td>Lake Michigan College</td>
<td>Benton Harbor</td>
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<td>Lansing Community College</td>
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<td>Macomb Community College</td>
<td>Clinton Township</td>
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<td>Mid Michigan College</td>
<td>Harrison</td>
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<td>Monroe County Community College</td>
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<tr>
<td>Montcalm Community College</td>
<td>Sidney</td>
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<td>Mott Community College</td>
<td>Flint</td>
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<td>Muskegon Community College</td>
<td>Muskegon</td>
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<td>North Central Michigan College</td>
<td>Petoskey</td>
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<td>Northwestern Michigan College</td>
<td>Traverse City</td>
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<td>Oakland Community College</td>
<td>Southfield</td>
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<td>Saginaw Chippewa Tribal College</td>
<td>Mount Pleasant</td>
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<td>Schoolcraft College</td>
<td>Livonia</td>
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<td>Southwestern Michigan College</td>
<td>Dowagiac</td>
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<td>St. Clair County Community College</td>
<td>Port Huron</td>
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<td>Washtenaw Community College</td>
<td>Ann Arbor</td>
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<tr>
<td>Wayne County Community College</td>
<td>Detroit</td>
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<tr>
<td>West Shore Community College</td>
<td>Scottville</td>
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</table>
Process and Requirements Checklist:

3 Submit your billing statement to the MCCA.
   - When you enroll in classes the college will provide you with a billing statement. The MCCA will send you an email requesting your statement that contains this semester's tuition and fees. You can attach/upload the statement when you respond to that email.
IMPORTANT

A new Eligibility and Employment Verification form must be submitted with each application. Without it, your application will be denied.

If you do not submit your billing statement to the MCCA, you will not be approved for the grant for future semesters.

Notify us if you:

• Apply and then do not attend classes that semester
• Decide to go to a different college than you applied for
• Drop your classes or withdraw from school
• Leave employment with the Department of Corrections

The transcripts are required to verify classes were completed and the number of credits you have accrued.

You can communicate directly with me through your Submittable account or email at corrections@mcca.org.
**Eligibility Form**

- **MDOC Grant Program Eligibility**
  - Submitted on October 16, 2023

**Initial Form: Michigan Community College Association**

- **Michigan Corrections Officers Grant Program**
  - Submitted on November 28, 2023

**Additional Forms**

- **Student Billing and Transcript Form Request (Fall 2022)**
  - Pending
  - Due Date: Dec 21, 2023 12:00 AM

- **Student Billing Form Request**
  - Pending

**Request Forms**

<table>
<thead>
<tr>
<th>Title</th>
<th>Submission Date</th>
<th>State</th>
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<tbody>
<tr>
<td></td>
<td>Dec 1, 2023 3:31 PM</td>
<td>Submitted</td>
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</tbody>
</table>

**Billing Information**

Please provide the following information for your billing request for this semester.

- **Semester and year for this billing statement.**
- **Community college attended.**

**Transcript Information**

Enter the requested information about courses and grades.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Department</th>
<th>Course Title</th>
<th>Credits</th>
<th>Price Each</th>
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</table>

Upload your transcript for Fall semester 2023.
Process and Requirements Checklist:

4. Submit your unofficial transcripts at the end of the semester.
   • After completing your classes, the college provides you with your grades and credit summary. The MCCA will remind you via email at the end of the semester to submit your unofficial transcripts with your final grades for the semester. You can attach/upload your unofficial transcripts when you respond to that email.
Process and Requirements Checklist:

5. If you plan to attend classes again, and have not reached 15 credits, submit a new application for the upcoming semester and repeat these steps.
This process must be completed for each semester you are eligible and seek grant program funding.

You will receive emails following each step confirming receipt of your submissions and informing you of next steps.

It is important to inform the grant program of any changes made in your enrollment status, for example dropping classes, deciding not to enroll in classes after being approved for the grant, changing colleges, etc.

You will receive updates and notifications from Submittable/MCCA by email. To ensure you receive these emails, add corrections@mcca.org to your email contacts list and check your spam/junk folder regularly for emails from Michigan Community College Association.
We’re here to help!

The MCCA and each of the community colleges are committed to each student’s success and have additional resources to help with questions and concerns. Please reach out for support if needed. Contacts and resources can be found on the MCCA website, your college website, and on the Michigan Department of Corrections website.
QUESTIONS?

THANK YOU!