

Introducing WIA

Processes for WIA Grant
Funded-Staff Assisted Services
Program Year 5/1/2010 –
6/2011

What is the Workforce Investment Act?

- Federal legislation that provides funding for employment related services
- Administered in our area by the Charlotte Mecklenburg Workforce Development Board
- Goal is for individuals to become gainfully employed and self-sufficient

WIA Objectives

- Find a job
- Keep a job
- Make more money



Eligibility: Dislocated Worker

You may be eligible as a dislocated worker if

- You are 18 or over and
- You are a resident of Mecklenburg County or have been laid off by a Mecklenburg County employer and
- You are authorized to work in the U.S. and
- You are receiving unemployment insurance or have exhausted your unemployment insurance benefits in the last year and
- You are unlikely to return to your previous occupation and
- You are actively seeking employment and able to document your Work Search efforts to date

Eligibility: Dislocated Worker

You are also potentially eligible if

- You are ineligible for unemployment insurance solely because you have been laid off from a church or non-profit organization or
- You have been permanently laid off or have received a notice of termination or lay-off and are unlikely to return to your previous employment or
- Your company has closed or you have been notified of plant closure within the next 180 days or
- You were self-employed but are now unemployed because of general economic conditions/natural disaster and
- You are actively seeking employment and able to document your Work Search efforts to date.

Eligibility: Dislocated Worker

- Also displaced homemakers.
Individuals who have been dependent upon the income of another but who have lost that income because of unemployment, divorce, separation,

Eligibility: Adult

You may be potentially eligible as an Adult if

- You are 18 or over and
- You are a resident of Mecklenburg County and
- You are authorized to work in the U.S. and
- You are receiving TANF, SSI or Food Stamp assistance or
- Your previous six-month household income meets income guidelines or
- You are homeless or reside in temporary/transitional housing and
- You are actively seeking employment and able to document your Work Search efforts to date.

Training Services Information

- The ABL is administered to candidates to assess skills in reading comprehension and problem-solving; an achievement level of 9th grade is required.
- A minimum high school diploma or GED is required to qualify for training.
- Training must be in an Approved Curriculum for an Occupation in Demand.
- The local area limit for training services is established by the Board. Additional funds may be accessed for support such as books, tools, supplies, testing fees, certifications and licenses.

Training Services Information

- **Training may include classroom training, internet training or on the job training. WIA funds may also be utilized for the Career Readiness Assessment.**
- **Training must be completed in six sequential semesters (2 years) or less. WIA funds cannot be used for a Master's program. Suitability for training for individuals who possess an Associate's or Bachelor's degree is determined on a case by case basis.**

Required Documentation

- Photocopy of Social Security Card
- Photocopy of Drivers License or State ID with current address
- Proof of citizenship or right to work: photocopy of birth certificate, voter's registration card, passport, green card, or DD 214
- Results of application for financial aid
- Photocopy of DD 214 for Veterans
- Photocopy of Selective Service Registration card or printout of registration from www.sss.gov. (Not applicable to females or males born before 1/1/60)
- Photocopy of High School *and* College Diploma, Degree or Transcript, if applicable

Additional Documentation for Dislocated Workers

- Confirmation of lay-off or business closure documented by a lay-off letter, newspaper article, etc.
- If you are receiving unemployment insurance benefits, you must provide documentation that you are receiving UI.
- A letter from your employer if you have been laid off but are currently receiving severance.

Training Options

- **Academic/Classroom Training**
 - Occupations in Demand
 - Approved Training Curricula and Vendors
 - Training can be short term, or last up to two years
 - Local area has set limits per year and per participant

Training Options

- OJT
 - Utilize transferable work experience with a employer willing to train you in a new skill.
 - WIA will reimburse an employer up to 50% of the trainee's salary for six months.
 - Clients need to market themselves into these opportunities and contact a WIA Counselor if there is any interest.

Training Options

- Short-term training that will upgrade your skills
- Training to obtain a particular certificate that will enhance your employability
- Courses to prepare for professional tests
- Exams
- Licenses & Certifications

Training Options

- **Career Readiness Certificate**

A job skills assessment that measures "real world" skills that employers believe are critical to job success. These skills are valuable for any occupation, skilled or professional and at any level of education

Available free of cost to individuals enrolled in WIA services

A portable certificate that will enhance your marketability

Steps toward Academic/Classroom Training

- Complete a Pre-Grant Application
- Compile all required documentation
- Apply for financial aid and obtain results
- Attend a workshop of your choice (see availability at www.joblinkcenter.org)
- Document 4 weeks of Job Search starting the date of your WIA Orientation
- Research 3 training options and screen print from NCStars
- Contact an Intake Person or Case Manager to review eligibility
- Continue the process per the guidelines of the JobLink where you are receiving services.

Steps toward Training

- Take Placement Tests as required by training facility
- Obtain letter of acceptance, if applicable.
- Meet all documentation requirements before Vouchers and Authorizations can be issued, and *before registering for class.*

I'm waiting for an Orientation. What can I do right now?

- Review available training at www.ncstars.org.
- Apply for financial aid at www.fafsa.ed.gov
- Visit <http://online.onetcenter.org/> to research occupations, explore your interests and match your skills.
- Research jobs in demand and short-term training at www.cpcc.edu/changingcareers. Click on "Jobs in Demand" and research by industry.
- Visit your potential training provider. *Do not register; do not sign paperwork before meeting with a WIA Case Manager. WIA cannot pay for programs until eligibility is confirmed.*

FAQ

- **Why do I have to apply for financial aid? My program is not eligible for it.**

Individuals must be in good financial and academic standing with area educational institutions. Arrangements for repayment of a defaulted loan must be made before WIA will pay.

You may be eligible for other scholarship awards which must be used before WIA funding can be applied.
- **I'm eligible for a Pell Grant and for WIA funding. Why can't I get both?**

Policy dictates that Pell funding must be used prior to WIA funding. WIA funding is used to supplement Pell funds to meet semester-by-semester tuition needs. It is also intended that WIA funds should be accessed prior to loans.

FAQ, cont'd

- **I've already talked to my training provider and was told I could come to a JobLink and get my voucher.**

Only the information you get from a WIA Orientation and WIA Case Manager should be considered accurate. An individual is not automatically eligible for WIA funding just because the training vendor referred that individual.
- **My training starts next week. I need to get my voucher right away.**

WIA funding is not an entitlement.

Receipt of funds for training depends on a consideration of a number of factors: funding availability, eligibility and the applicant's need and suitability.

At minimum it will take 30-60 days of federally required process before contracted vouchering for training services.

WIA customers are served in the order in which they complete process requirements; a number of individuals may be "in line" ahead of you.

How do I get started

- Register for a WIA Orientation online at

www.joblinkcenter.org