

Workforce Investment Act (WIA)

WIA is a federally-funded program that focuses on the employment and training needs of individuals who may qualify for occupational skills training services. If eligible, WIA training services may cover the costs of tuition, books, fees, and some required supplies for a selected training program.

Am I eligible for WIA services?

(To begin with, consider the following questions)

1. Are you unemployed or underemployed and determined that you need occupational skills training to improve your employment opportunities?
2. Have you looked for jobs at the JobLink Career Center Resource Area?
3. Have you determined the job skills and educational levels that are required for the types of jobs you are interested in pursuing?
4. Have you researched a training program for yourself that is directly linked to employment opportunities in the local area? If not, are you willing to relocate?
5. Have you talked with career counselors at the local community colleges to determine your suitability for certain training programs?
6. Would the cost of a training program create a financial hardship for you, if you did not seek financial assistance from WIA?
7. Can you complete a full-time training program within 2 years? (Certificate, Diploma, 2-year Community College Degree, or finishing a 4-year College Degree)
8. Will you be able to support yourself during the time that you are in a training program?
9. Are you determined to successfully complete an occupational training program that will prepare you for the workforce in our area?

If your responses were mostly "yes," please sign up for a *WIA Information Meeting* and take WIA materials to help you to prepare in advance!!



Workforce Investment Act (WIA)

What is WIA?

WIA is a federally-funded program that focuses on the employment and training needs of individuals who are unemployed and looking for employment OR those who are employed and want to improve their employment situation.

Who is Eligible to Receive Services?

Services are available to individuals who are 18 years of age or older. All individuals must be a United States citizen (or legally authorized to work in this country). If you are a male, you must be in compliance with the Military Selective Service Act, regarding registration requirements.

How Does WIA Work Within the Caldwell County JobLink Career Center?

Participation in WIA is a process that begins by completing a JobLink registration form and attending a WIA Information Meeting to learn about the eligibility requirements and services.

The first focus is on the employment services available through the Caldwell County JobLink Career Center, such as:

- Labor market information
- Career information and exploration
- Initial assessment of skills and needs
- Resume preparation and interview skills
- Short-term pre-vocational workshops
- Development of individual employment plan
- Job search and referrals

Who May Receive Occupational Skills Training Services?

Individuals who have demonstrated that they are not able to obtain employment or retain employment through the above services may qualify for occupational skills training services. A WIA case manager conducts an interview (intake) with the individual to assess whether he/she is in need of training services and has the skills and qualifications to successfully complete the selected training program. The training program selected must be directly linked to the employment opportunities either in the local area or in another area in which the individual is willing to relocate. If eligible, WIA training services may cover the costs of tuition, books, fees, and required supplies for a selected training program at CCC&TI. Support services, such as: travel reimbursement or child care assistance, are determined on an individual basis.

What Items Do I Need to Gather for Eligibility?

When your intake meeting has been scheduled to determine your eligibility for occupational skills training services, you will need to bring specific documents. This information is explained at the WIA Information Meeting. You can prepare in advance by gathering the items listed on the back side of this sheet.

**For more information, contact:
Caldwell County JobLink Career Center
(828) 759-4680**

ITEMS NEEDED FOR WIA INTAKE
Continuing Education Programs

- _____ Birth Certificate
- _____ Social Security Card
- _____ NC Driver's License with correct physical address: If your address is incorrect on your driver's license, go to the DMV and have it updated accordingly. Suggestion: If you have a mailing address (e.g., post office box) that differs from your physical address, have both printed on your driver's license.
- _____ Utility bill verifying your physical address
- _____ Criminal Background Check (obtain at the Clerk of Court)
- _____ Copy of your high school diploma or GED
- _____ Copy of Placement Test (if applicable)
- _____ Selective Service Registration Card (males only) (WIA staff can research it for you.)
- _____ Military discharge papers (DD-214) if you served in the Armed Forces
- _____ Completed personal budget worksheet (contact WIA representative for this worksheet)
- _____ Copy of pay stubs verifying your household income
- _____ Child support documentation, if applicable
- _____ If you receive any of the following services, printouts are required to verify that indeed you are receiving the service and the amount:
 - Food stamps (EBT card is not verification of the amount)
 - Housing Assistance (Section 8, HUD, etc.)
 - Childcare assistance (DSS and/or college)
 - Health Choice
 - Medicaid
 - Medicare
 - SSI
 - SSDI
 - Any other programs
- _____ If you were laid off, contact your previous place of employment and obtain documentation of your lay off and your last date of work (must be on company letterhead and signed).