

THE WORKFORCE INVESTMENT ACT

“WIA”

What is WIA?

WIA is a federally funded program that focuses on employment. It offers different levels of service for customers who are both unemployed and looking for employment or those who have a job but want to improve their employment situation.

Participation?

Participation in WIA is a process that begins by completing a JobLink registration form and updating information/registering with the Employment Security Commission.

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

- ✓ Job search referral
- ✓ Labor market information
- ✓ Career information/exploration
- ✓ Initial assessment of skills and needs
- ✓ Assistance with job seeking activities such as resume preparation and interview skills
- ✓ Comprehension assessment inventories
- ✓ Career counseling
- ✓ Development of Individual Employment/Action Plan
- ✓ Short-term prevocational services or workshops
- ✓ Case management

Customers who are unable to obtain or retain employment through the above services may qualify for training assistance IF:

After interview, evaluation, and assessments the case manager determines them to be in need of such services

AND

They have the skills and qualifications to successfully participate in the selected training area

AND

The training is directly linked to employment opportunities in the local area or in another area to which they are willing to relocate.

For more information contact:
Caldwell County JobLink Career Center
828.759.4680

An Equal Opportunity Program/Employer

ITEMS NEEDED FOR INTAKE-Curriculum

- _____ Birth Certificate
- _____ Social Security Card
- _____ NC Driver's License with the 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 then have both printed on your license.
- _____ Utility bill verifying your physical address
- _____ Criminal Background Check (obtain at the Clerk of Court-\$)
- _____ Copy of placement test taken at the college
- _____ Transcript if you are already in a program or if you have courses that are transferable
- _____ Copy of high school diploma or GED
- _____ Selective Service Registration Card (males only)-WIA can verify registration if you do not have it
- _____ Military discharge papers (DD-214) if you served in the Armed Forces
- _____ Pell Grant award/denial letter
- _____ Letter of acceptance for your training program (from the college)
- _____ Completed personal budget worksheet (attached)
- _____ Copy of pay stubs verifying your household income
- _____ Any previous degrees, diplomas, or certificates that you've earned if not expired
- _____ Copy of the course outline for the training program you've chosen
- _____ Child support documentation, if applicable
- _____ If you receive any of the following services, printouts are required to verify those services along with the amounts:
 - Food Stamps (EBT card is not verification of the amount)
 - Housing Assistance (Section 8, HUD, etc)
 - Childcare Assistance (DSS/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 layoff and your last date worked (must be on company letterhead and signed)
- _____ Information for last 2 employers-company name, address, telephone number, dates worked, wage information, supervisor name, your title/position
- _____ Completed Cost Projection Worksheet
- _____ Completed Personal/Education/Career Plan Worksheet