

Babel Notice Vital Information

IMPORTANT! This document contains important information about WIOA training guidelines including eligibility, application procedures, benefits and your rights. It is critical that you understand the information in this document.

Translation assistance is available for WIOA services at www.atlantaregional.org/wioatraining.

Translation assistance of this vital document is available at the WorkSource Atlanta Regional Career Resource Center in your County: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale. For the telephone number and address www.atlantaregional.org/wioatraining.

¡IMPORTANTE! Este documento contiene información importante acerca de las guías de formación WIOA incluyendo la elegibilidad, los procedimientos de aplicación, beneficios y sus derechos. Es fundamental que usted entienda la información contenida en este documento. Ayuda de la traducción está disponible para servicios WIOA en www.atlantaregional.org/wioatraining. Haga clic en "Seleccionar idioma". Ayuda de teléfono de la traducción de este documento vital está disponible en el centro WorkSource Atlanta Regional carrera recursos en su condado: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry y Rockdale. Para el teléfono y dirección www.atlantaregional.org/wioatraining.

QUAN TR NG! Tài li u này ch a các thông tin quan tr ng v nguyên t c ào t o WIOA trong ó có i u ki n, th t c áp d ng, l i ích và quy n l i c a b n. Nó là r t quan tr ng là b n hi u các thông tin trong tài li u này. H tr d ch có s n cho WIOA đ ch v h i vi n s www.atlantaregional.org/wioatraining. Click vào "Ch n ngôn ng ". i n th o i h tr d ch thu t tài li u quan tr ng này là có s n t i WorkSource Atlanta khu v c s nghi p tài nguyên Trung tâm qu n c a b n: Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry và Rockdale. i v i n th o i s và a ch www.atlantaregional.org/wioatraining.

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IMPORTANT ! Ce document contient des informations importantes concernant les directives de formation WIOA y compri

informations contenues dans ce document. Aide de traduction est disponible pour les services WIOA à www.atlantaregional.com/wioatraining. Cliquez sur « Select Language ». Aide traduction téléphonique de ce document essentiel est disponible au centre WorkSource Atlanta régional carrière ressource dans votre Comté : Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry et Rockdale. Pour le téléph

www.atlantaregional.org/wioatraining.

هام إحتوي هذا المستند على معلومات هامة حول المبادئ التوجيهية للتدريب ويوا بما في ذلك الأهلية وإجراءات التطبيق، والفوائد وحقوقك. من المهم أن تفهم المعلومات الواردة في هذه انقر فوق "اختيار اللغة". يتوفر هاتف المساعدة ترجمة هذه الوثيقة www.atlantaregional.com/wioatraining. الترجمة والمساعدة متاحة لخدمات ويوا في الحيوية في مركز الموارد ووركسورسي أتلاننا الإقليمية الوظيفي في مقاطعة الخاص بك: شيروكي، كلايتون، دوغلاس، فاييت، غوينيت، وهنري، وروكديل. العنوان ورقم الهاتف www.atlantaregional.org/wioatraining.

ВАЖНО! Этот документ содержит важную информацию о руководящих принципах подготовки WIOA, включая отбора, процедуры применения, преимущества и ваши права. Важно, что вы понимаете информацию в настоящем документе. Перевод помощи доступен для WIOA услуг на www.atlantaregional.com/wioatraining. Нажмите на «Выбор языка». Телефон помощи перевод этого жизненно важных документа доступен в Атланте WorkSource региональный карьеры ресурсный центр в вашем округе: Чероки, Клейтон, Дуглас, Fayette, Gwinnett, Генри и Рокдейл. Для Телефон номер и адрес www.atlantaregional.org/wioatra



COMMONLY ASKED QUESTIONS ABOUT WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) TRAINING SERVICES

Q-1: **What is WIOA?**

WIOA stands for Workforce Innovation and Opportunity Act and is designed to help job seekers access employment, education, training, and support services to succeed in the labor market. WIOA training funds are designed to serve laid-off individuals, older youth and adults who are in need of training to enter or re-enter the labor market.

Q-2: **What services are available?**

In the ARWDB Career Resource Centers, basic career services such as job search assistance are available to all customers; training services depend upon a number of factors including WIOA eligibility, choice of training and school status on the Georgia Statewide Eligible Training Provider List (www.workreadyga.org).

Q-3: **Under WIOA, who are Dislocated Workers, Displaced Homemakers, Adults?**

Dislocated Workers are individuals with significant attachment to the workforce but have lost their employment or income from employment for one or more of the following circumstances:

- Has been terminated through no fault of their own or laid off, or received a notice of no fault termination or layoff from employment **and** is eligible for or has exhausted U. I. **or** is not eligible for U. I. due to insufficient earnings or having performed work for a non-covered employer, but has been employed for duration to show attachment to the workforce (6 months) **and** is unlikely to return previous occupation without additional services or training
- Has been terminated through no fault of their own or laid off, or has received a notice of no fault termination of layoff, from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility or enterprise;
- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days
- Previously self-employed and unemployed due to natural disaster or general economic conditions
- After layoff, have become reemployed in an income maintenance position and meets the definition of a currently employed dislocated worker.
- If a person quits/resigns work, he/she is not considered a dislocated worker.
- Being discharged (under honorable circumstances) either voluntarily or involuntarily from the military and unlikely to return to a previous industry or occupation. TEN 22-04
- Military spouses who have lost employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
- Military spouses if dependent spouse of member of Armed Forces on active duty whose family income is significantly reduced, as determined by State or local area, because of deployment, call to active duty, permanent change in duty station, or the service-connected death or disability of a service member.

Currently employed dislocated workers may be determined eligible for services if the customer's current employment meets all of the following conditions:

- The individual is currently making less than 85% of former wages, and/or is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment **and**
- The individual's current employment and job of dislocation is not in a field or occupation that is generally known for short term or contract work. In these instances, customers may be assessed for program eligibility at the time they are no longer working.

Displaced Homemakers (male or female)

- An individual who has been providing unpaid services to family members in the home and who
- Has been dependent on the income of another family member but is no longer supported by that incomes and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (may include spouses of dislocated workers)

Adults are individuals age 18 and older who are unemployed or under employed at time of application.

Unemployed, or receiving SNAP or TANF

Individual with disability whose income meets guidelines but member of family whose income does not.

Underemployed – family size and income meet guidelines, **OR**

employed part time seeking full time, **OR**

employed in a position not commensurate with the individual's demonstrated level of education and skills, **OR**

employed but current job earnings are not sufficient compared to previous earnings.

Family Composition Form and documentation of 6 months income

Q-4: What if I have been fired from my job? Do I qualify?

Individuals who have been terminated due to no fault of their own may be considered for dislocated worker training services depending on the conditions of termination. (See definitions above).

Q-5: Once I submit my application, how long before I can begin my training?

After you are determined eligible for an Individual Training Account (ITA) and completed the Test of Adult Basic Education (TABE), with the entry level score your school choice requires and the Career Scope; every effort is made to help you begin as soon as possible. <http://atlantaregional.org/job-training-education/> includes suggestions for moving ahead with training choice, reviewing labor market information, and school selection. **Note:** Technical College and University System classes are scheduled by semester. Application deadlines are many weeks earlier than actual class start dates.

Q-6: What are the WIOA eligibility requirements?

You must meet the definition of Adult, Dislocated Worker or Displaced Homemaker as outlined in Question 3 and provide proof of:

1. U.S. Citizen/or Legal Alien
2. Social Security Number
3. 18 years old or older
4. Selective Service Registration (Males only, born on or after 1/1/1960)

Dislocated workers also need to provide:

1. Notice of layoff or no-fault termination notice (Displaced Homemakers bring copies of layoff of spouse)
2. Verification of unemployment insurance status (Claims Determination letter)
3. Separation Notice/Layoff Letter from Company

For currently employed dislocated workers eligibility documentation may include tax return information (up to 2 yrs) validating an income decrease. This will not be required if dislocation & WIOA application occur within the same year.

Q-7: How long can my training last?

WIOA may be approved for up to 2 years. Programs should not exceed 104 weeks (2 years). Exceptions to this policy may be approved on a case-by-case basis and requests should include evidence that financial support is available during extended training periods. Note: Limitations have been increased to four years for graduate degrees for Registered nurses seeking nursing instructor positions at universities and technical college's program limit. Applicants with non-medical baccalaureate degrees will be considered for accelerated Registered Nursing Master's level programs at Regents Schools.

Q-8: Am I eligible to receive Trade benefits for Training?

Trade Adjustment Training assistance is handled through the local GA Dept of Labor Career Centers. Currently, trade-eligible workers have until the 26th week after the certification date or the mass qualifying separation date, whichever is later, to enroll in training. The maximum length of training under Trade is 156 weeks.

Q-9: Can I continue to receive unemployment insurance while in training?

Yes. You will be given a special claimant trainee status while you're in an approved training program. This means that you may continue to draw unemployment insurance while you are in full-time training (full-time as defined by the school). Please note that you may exhaust unemployment insurance before you finish training if you select a training program longer than your employment benefits are scheduled to last.

Q-10: *Can I attend any school or training program I wish?*

See the list of ARWDB Approved Occupational Training programs at <http://atlantaregional.org/job-training-education/>. The **school** and the **training program** must be on the Georgia Statewide Eligible Training Provider List: www.workreadyga.org. **Not all schools or programs on the ETPL are approved by ARWDB** (call hotline 404-463-3327 for more information). Totally online programs are not generally approved.

Q-11: *Will I have to apply for a loan to supplement WIOA?*

Do not attend classes or pay in advance for any training that you expect to be paid for by WIOA funding until your training plan is completed, signed and approved by you and your Career Advisor. You will be required to apply for PELL and HOPE Grants. Applicants are encouraged to apply for scholarships and grants for additional funding rather than applying for loans. <http://atlantaregional.org/wp-content/uploads/financial-aid-listings.pdf>

Q-12: *Will WIOA pay for any training that I wish to take?*

Presently skills training is only provided for occupational specific jobs and careers where hourly rates and salaries are paid. Totally commission, fee-based careers such as real estate, cosmetology, massage therapy and nail technicians are not approved for funding. Lists of additional sources of financial aid are available for clients who wish to pursue these careers. Short-term certification and exam preparation courses are offered based on individual need. There are also limits on the amount of funding available for training (\$5,000 for up to one year of training; \$8,000 for up to two years of training).

There are careers in education, information technology, accounting, health care and truck driving into which a person with a criminal background will not be hired. Information on the specific careers and the regulations regarding career certification is available in the Career Resource Center. ARWDB will not fund training in any area where a person cannot expect to be employed fulltime.

Q-13: *Why do some programs require additional testing or experience for approval?*

ARWDB monitors the labor market and industry demands to ensure the opportunity for success for training participants and requires assessments such as the Prove IT! to validate foundational skills in areas of training such as IT and Project Management. Some occupational areas (IT, Project Management, Accounting) have strong requirements for related experience for employment/certification and participants would have to have that experience to be approved for training so that they are marketable in that field.

Q-14: *Will WIOA pay for prerequisite and/or developmental courses?*

No, WIOA does not pay for prerequisite and developmental classes.

Q-15: *I have been out of school for many years. Do you have staff that can help me choose a career and adjust to returning to school?*

Yes, a Career Advisor will be assigned to work with you throughout your training and until you find a job. Career Advisors can help you research labor market information, provide interest and aptitude assessments, schedule computerized self-help inventories and a variety of tools to assist you in planning your career. You should inform your Career Advisor when you are having problems, either personal or academic, which may interfere with training.

Q-16: *I have a bachelor's degree. Will WIOA pay for me to receive a master's degree?*

Not generally. Exceptions may be reviewed individually. Educators seeking teacher certification in STEM (Science Tech Engineer Math) related subject areas will be reviewed on an individual basis.

Q-17: *What are some of the training programs that are most frequently funded by WIOA?*

Some of the most popular programs include: health care occupations, clerical and office technology, accounting, advanced computer technology, industrial maintenance, electronics, welding, truck driving, heating, ventilation and air-conditioning repair, and teacher certification.

Q-18: *Will WIOA pay for a laptop and other computer related supplies for me to use while in training?*

No. The following items **are not provided** by WIOA: computers, computer equipment, computer program software, peripherals, electronic and wireless equipment.

Q-19: *Is childcare assistance available? What is needed for documentation?*

If dependent care is not otherwise available from DFACS or other funding sources, assistance may be available to reimburse cost of dependent children under age six and those ages 6 through 14 during times when school is not in session. This is available while a customer is enrolled and attending training. The following items are required for

documentation: Completion of Dependent Care Agreement and Attachment 1 listing dependent(s), providing their date of birth and copies of birth certificates.

Q-20: Are a drug screen and criminal background check required?

A background check and drug screen may be required and will be provided for individuals enrolling in WIOA training programs prior to training enrollment, such as truck driving, healthcare and education.

Q-21: Do Veterans receive priority service?

Yes, priority will be given to Veterans and eligible spouses (Jobs for Veterans Act PL107-288). Priority of service for veterans means that if they meet minimum eligibility standards they would move ahead of others without their priority in the processing of their application as funding is available.

Q-21a: What is a Veteran?

A person who served at least one day in the active military, naval or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time Federal service in the National Guard or a Reserve component. The definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which is often referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities.

Q-21b: What is a Spouse of a Veteran?

A spouse of any one of the following individuals:

- A veteran who died of a service-connected disability
- A member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - Missing in action
 - Captured in line of duty by a hostile force
 - Forcibly detained or interned in the line of duty by a foreign government or power
- A veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs
- A veteran who died with a total service-connected disability as evaluated by the Department of Veterans Affairs was in existence

Q-22: What if I don't have a Selective Service Registration?

Contact the Selective Service System, www.sss.gov or 1-888-655-1825 to request a Status Information Letter.

Q-23: Does ARWDB approve training to change careers?

When choosing training programs, customers are encouraged to build on existing skills to move up the career ladder in their current career path. Short term training for skills upgrade will take precedence over longer term training for a new occupation. Demands of the labor market and limited training dollars are heavily weighted factors in the training choice activity.

In cases where customers' occupational experience is listed in one of the area's declining industries or occupations, or a career change is required for health reasons, customers will be encouraged to use assessment exercises to determine occupations where their skills and experience will transfer. Assessment results will be used to assist the customer in selecting a training option for skills upgrade and moving up the career ladder.

Q-24: How long is my WIOA eligibility valid?

Applicants who have not entered training or been accepted into a training program with a specified start date in six months after they were determined eligible will be asked to verify that all information in their original application is current. In some cases, a new application will be required. TABE scores are valid for one year for applicants who have not entered training.

Atlanta Regional Workforce Development Board (ARWDB) Atlanta Regional Commission (ARC)
Hotline: 404-463-3327 • TDD: 1-800-255-0056 • Voice 1-800-255-013
<http://atlantaregional.org/job-training-education/>