

Orientation

Thank you for your inquiry into Workforce Innovation and Opportunity Act (WIOA) services. During the orientation process, a Case Manager will provide you with information regarding eligibility and the services available to those who qualify for services. Included in this packet are the Orientation documents needed to determine your eligibility for the program. A Case Manager will review each form with you during the orientation session. Be sure to complete all forms, sign and date each document on the day of your orientation.

Documents Required

- Valid Driver's License, State issued ID card, Military ID or Passport (a state issued photo ID)
- Original SIGNED Social Security Card (Name on ID and Social must match)
- Social Security numbers of all household members
- Proof of Selective Service registration for males (www.sss.gov/Home/Verification)
- Birth Certificates and Social Security Card for any children under 12 in need of childcare
- Childcare facility license and fees
- Current documentation of Public Assistance (food stamps, SSI, SSA, TANF) amount
- High School Diploma, GED, Post High School certifications, diploma or degrees
- Separation notice or unemployment letter from the GDOL (GA, AL, FL etc.)
- DD214, if applicable
- Last 6 months of check stubs, most recent (last 3 check stubs) for participant and spouse if applicable

Industries with the Most Expected Job Growth

Nearly 100 industry subsectors were analyzed to identify the 20 expected to have the most job growth in Georgia from 2020-2022. The 20 industries in the chart below represent well over three-fourths of the total job growth in all industry subsectors in Georgia during the projected period. The base employment, projected employment, and total job growth are listed for each industry.

Industry	2020 Base Employment	2022 Projected Employment	Employment Change
Ambulatory Health Care Services	233,790	247,590	13,800
Professional, Scientific, & Technical Services	269,280	279,260	9,980
Food Services and Drinking Places	388,430	398,250	9,820
Management of Companies & Enterprises	90,590	98,880	8,290
Real Estate	50,010	57,280	7,270
Warehousing & Storage	59,300	66,310	7,010
Accommodation, including Hotels & Motels	47,750	54,220	6,470
Couriers & Messengers	29,570	35,670	6,100
Administrative & Support Services	307,750	313,330	5,580
Insurance Carriers & Related Activities	76,110	80,160	4,050
Construction of Buildings	43,860	47,660	3,800
Hospitals	182,740	186,460	3,720
Specialty Trade Contractors	120,570	123,680	3,110
Motion Picture & Sound Recording Industries	19,610	22,200	2,590
Merchant Wholesalers, Durable Goods	112,110	114,380	2,270
Religious, Grantmaking, Civic, Professional, & Similar	57,710	59,950	2,240
Nursing & Residential Care Facilities	64,880	67,000	2,120
Data Processing, Hosting & Related Services	14,180	16,170	1,990
Private Households	12,550	14,340	1,790
Federal Government, Exc Post Office	84,650	86,330	1,680

Top Five Occupations within Industries with the Most Job Growth

Ambulatory Health Care Services: medical assistants; medical secretaries; registered nurses; home health and personal care aides; receptionists and information clerks

Professional, Scientific, and Technical Services: software developers and software quality assurance analysts and testers; accountants and auditors; lawyers; management analysts; computer systems analysts

Food Services and Drinking Places: fast food and counter workers; waiters and waitresses; cooks, restaurant; supervisors of food preparation and serving workers; food preparation workers

Management of Companies and Enterprises: software developers and software quality assurance analysts and testers; project management specialists and business operations specialists, all other; personal service managers - entertainment & recreation managers, except gambling - and managers, all other; computer occupations, all other; customer service representatives

Real Estate: maintenance and repair workers, general; real estate sales agents; property, real estate, and community association managers; counter and rental clerks; office clerks, general

Continued on the back panel

Top Five Occupations within Industries with the Most Job Growth continued

Warehousing and Storage: laborers and freight, stock, and material movers, hand; industrial truck and tractor operators; shipping, receiving, and traffic clerks; stockers and order fillers; supervisors of transportation & material moving workers, exc aircraft cargo handling supervisor

Accommodation, including Hotels and Motels: maids and housekeeping cleaners; hotel, motel, and resort desk clerks; maintenance and repair workers, general; waiters and waitresses; supervisors of office and administrative support workers

Couriers and Messengers: laborers and freight, stock, and material movers, hand; light truck or delivery services drivers; supervisors of transportation & material moving workers, exc aircraft cargo handling supervisor; couriers and messengers; packers and packagers, hand

Administrative and Support Services: laborers and freight, stock, and material movers, hand; janitors and cleaners, except maids and housekeeping cleaners; security guards; customer service representatives; landscaping and groundskeeping workers

Insurance Carriers and Related Activities: insurance sales agents; customer service representatives; claims adjusters, examiners, and investigators; insurance claims and policy processing clerks; insurance underwriters

Construction of Buildings: construction laborers; carpenters; first-line supervisors of construction trades and extraction workers; construction managers; office clerks, general

Hospitals: registered nurses; nursing assistants; clinical laboratory technologists and technicians; licensed practical and licensed vocational nurses; radiologic technologists

Specialty Trade Contractors: electricians; construction laborers; plumbers, pipefitters, and steamfitters; heating, air conditioning, and refrigeration mechanics and installers; supervisors of construction trades and extraction workers

Motion Picture and Sound Recording Industries: actors; producers and directors; miscellaneous entertainers and performers, sports and related workers; ushers, lobby attendants, and ticket takers; film and video editors

Merchant Wholesalers, Durable Goods: sales representatives, wholesale and manufacturing, except technical and scientific products; laborers and freight, stock, and material movers, hand; general and operations managers; shipping, receiving, and traffic clerks; customer service representatives

Religious, Grantmaking, Civic, Professional, and Similar Organizations: project management specialists and business operations specialists, all other; childcare workers; general and operations managers; secretaries and administrative assistants, except legal, medical, and executive; recreation workers

Nursing and Residential Care Facilities: nursing assistants; home health and personal care aides; licensed practical and licensed vocational nurses; registered nurses; maids and housekeeping cleaners

Data Processing, Hosting and Related Services: customer service representatives; software developers and software quality assurance analysts and testers; computer occupations, all other; computer user support specialists; computer systems analysts

Private Households: maids and housekeeping cleaners: childcare workers; home health and personal care aides; nursing assistants; janitors and cleaners, except maids and housekeeping cleaners

Federal Government, excluding Post Office: project management specialists and business operations specialists, all other; computer occupations, all other; registered nurses; management analysts; personal service managers, entertainment & recreation managers, except gambling, and managers, all other

2020 - 2022

Short-term
Employment Projections



Georgia jobs expected to be in
highest demand over the next two years



Workforce Statistics & Economic Research

GEORGIA'S TOP JOBS BY EDUCATION AND MOST EXPECTED ANNUAL OPENINGS FOR 2020-2022

Over this two-year employment projection cycle, Georgia will add jobs to its economy at the rate of 1.17 percent annually. With the economy enduring the COVID-19 pandemic, the two-year job projection is moderate with most major industries in the state showing some added workers through 2022.

Over the projection period (2020-2022), we estimate that over 205,000 occupational separations will arise each year due to labor force exits. We also project that nearly 290,000 occupational separations will occur each year because of occupational transfers. Labor force exits are workers who leave the labor force permanently and includes retirees while occupational transfers leave a job for a different occupation. During this short-term projection cycle, Georgia occupational openings (sum of net employment change and occupational separations) will approach 552,000 annually while total employment is projected to increase by over 113,000 from 2020-2022.

This brochure lists the jobs that will be in most demand from 2020-2022. Tables show occupations with the most annual occupational openings by education level. Annual occupational separations from labor force exits and occupational transfers, along with annual wages from the 2019 Edition of Georgia Wage Estimates, are also displayed. Shown lastly are industries with the most job growth and the main occupations within them.

Doctoral or Professional Degree

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Lawyers	470	520	1,250	\$123,000
Physical Therapists	120	120	400	\$82,300
Health Specialties Teachers, Postsecondary	190	190	470	\$113,900
Veterinarians	40	40	130	\$87,000
Dentists, General	80	30	160	\$168,400
Pharmacists	190	160	400	\$113,200
Medical Scientists, Exc Epidemiologists	30	120	180	\$72,300
Clinical, Counseling, & School Psychologists	70	110	200	\$85,100
Chiropractors	20	10	50	\$66,000
Optometrists	20	10	40	\$100,100

Master's Degree

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Nurse Practitioners	190	260	980	\$101,800
Physician Assistants	60	160	390	\$98,400
Speech-Language Pathologists	80	120	330	\$74,100

Master's Degree Continued

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Occupational Therapists	80	100	270	\$78,300
Healthcare Social Workers	110	210	390	\$50,600
Ed, Guidance, School, & Vocational Counselors	320	550	920	\$53,900
Instructional Coordinators	480	460	980	\$63,700
Nurse Anesthetists	20	40	90	\$144,100
Statisticians	10	40	80	\$88,500
Mental Health & Substance Abuse Social Workers	30	70	120	\$37,800

Bachelor's Degree

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
General & Operations Managers	1,740	4,630	7,840	\$107,400
Registered Nurses	2,240	1,720	5,120	\$65,800
Accountants & Auditors	1,120	2,130	3,920	\$71,900
Market Research Analysts & Marketing Specialists	530	1,440	2,630	\$63,500
Financial Managers	390	860	1,800	\$138,200
Management Analysts	730	1,170	2,390	\$88,600
Medical & Health Services Managers	290	510	1,220	\$105,900
Computer & Information Systems Managers	250	760	1,360	\$136,300
Human Resources Specialists	590	1,270	2,200	\$57,100
Construction Managers	230	470	960	\$99,800

Associate's Degree

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Paralegals & Legal Assistants	380	660	1,240	\$51,600
Physical Therapist Assistants	110	190	430	\$49,800
Respiratory Therapists	110	100	340	\$54,900
Radiologic Technologists	150	160	400	\$54,100
Veterinary Technologists & Technicians	100	160	330	\$30,200
Diagnostic Medical Sonographers	60	70	200	\$59,100
Occupational Therapy Assistants	60	70	190	\$59,800
Electrical & Electronics Engineering Techs	100	170	300	\$63,100
Life, Physical, & Social Science Techs, All Other	60	150	230	\$50,300
Magnetic Resonance Imaging Techs	30	40	90	\$65,000

Postsecondary Nondegree Award

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Heavy & Tractor-Trailer Truck Drivers	2,770	4,050	7,830	\$40,000
Medical Assistants	1,160	1,850	3,910	\$29,700
Licensed Practical & Licensed Vocational Nurses	810	900	2,120	\$39,700
Dental Assistants	410	550	1,140	\$34,000
Automotive Service Technicians & Mechanics	660	1,400	2,210	\$40,300
Heating, Air Cond, & Refrig Mechanics & Installers	280	620	1,030	\$39,700
Aircraft Mechanics & Service Technicians	230	370	730	\$72,300
Massage Therapists	230	170	520	\$34,400
Phlebotomists	180	280	570	\$29,800
Firefighters	240	520	870	\$35,200

Some College, No Degree

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Bookkeeping, Accounting, & Auditing Clerks	2,360	1,790	4,350	\$37,700
Computer, Auto Teller, & Office Machine Repairers	100	240	390	\$34,200
Order Clerks	100	150	250	\$32,200

High School Diploma or Equivalent

Occupation	Annual Occupational Separations		Annual Openings	Annual Wage
	Labor Force Exits	Occupational Transfers		
Maintenance & Repair Workers, General	1,560	2,330	5,090	\$35,100
Customer Service Representatives	5,220	8,150	14,380	\$32,900
Light Truck or Delivery Services Drivers	1,370	2,000	4,360	\$33,900
Real Estate Sales Agents	730	730	2,080	\$47,400
Hotel, Motel, & Resort Desk Clerks	490	940	1,970	\$19,700
Supervisors of Office & Admin Support Workers	1,830	2,790	5,100	\$52,900
Supervisors of Food Prep & Serving Workers	1,640	3,410	5,520	\$27,700
Medical Secretaries	1,170	1,150	2,790	\$32,800
Insurance Sales Agents	520	780	1,740	\$56,300
Receptionists & Information Clerks	1,590	1,790	3,780	\$26,000

For more information contact Workforce Statistics & Economic Research
at (404) 232-3875 • Fax (404) 232-3888
• Email: Workforce_Info@gdol.ga.gov

<https://explorer.gdol.ga.gov/gsipub/index.asp?docid=356>

Equal Opportunity Employer/Program • Auxiliary Aids and Services Available upon Request to Individuals with Disabilities

HOT

Georgia's

Careers to 2028

The careers in this chart have it all!

Skills and Abilities

● advanced skills required

○ moderate skills required

Work Activities

● frequently found

○ occasionally found

HOT jobs have faster than state annual average job growth, above the state annual average wage, and have at least 400 annual openings.

Critical Thinking/Problem Solving

Judgement & Decision Making

Service Oriented/Instructing

Listening/Reading

Oral Expression/Comprehension

Dexterity/Arm-Hand Steadiness

Reasoning

Written Expression/Comprehension

Assisting & Caring for Others

Coaching/Training & Teaching Others

Communicating Outside Organization

Control Machines/Inspect Equipment

Interacting With Computers

Monitor Processes, Matrls, Surroundgs

Physical Acts/Handle-Move Objects

Process/Analyze Data or Information

Schedule/Orgniz. Plan, & Prioritiz Wrk

Thinking Creatively

2019 Edition - Georgia Wage Estimates

2018-28 Annual Openings

Doctoral or professional degree																					
Health Specialties Teachers, Postsec	●	●	●	●	●	○	●	●	●	●	●	○	●	●	○	●	●	●	\$113,900	710	
Pharmacists	●	●	●	●	●	○	●	●	●	●	○	○	●	●	○	●	○	●	\$113,200	630	
Physical Therapists	○	●	●	●	●	●	●	●	●	●	○	○	●	●	●	●	●	●	\$82,300	440	
Physicians & Surgeons, All Other	○	●	●	●	●	○	●	●	●	○	●	○	●	●	○	●	○	●	\$224,200	570	
Master's degree																					
Education Administrators, Elem & Sec	●	●	●	●	●	○	●	●	●	●	○	○	●	●	○	●	●	●	\$91,200	810	
Educational, Guidance, School, & Voc Counselors	●	●	●	●	●	○	●	●	●	○	○	○	●	●	○	●	●	●	\$53,900	1,430	
Healthcare Social Workers	●	●	●	●	●	○	●	●	●	●	○	○	●	●	○	●	●	●	\$50,600	450	
Instructional Coordinators	●	●	●	●	●	○	●	●	●	●	○	○	●	●	○	●	○	●	\$63,700	1,340	
Nurse Practitioners	●	●	●	●	●	○	●	●	●	●	○	○	●	●	○	●	●	●	\$101,800	660	
Physician Assistants	●	●	●	●	●	○	●	●	●	○	○	○	●	●	○	●	○	●	\$98,400	410	
Bachelor's degree																					
Accountants & Auditors	●	●	○	●	●	○	●	●	○	○	○	○	●	○	○	○	●	●	●	\$71,900	4,890
Administrative Services Managers	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$110,000	910	
Architectural & Engineering Managers	●	●	●	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	\$134,700	410	
Business Operations Specialists, All Other	○	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$71,100	4,340	
Civil Engineers	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$77,400	860	
Clinical Lab Technologists & Technicians	●	●	●	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$48,000	980	
Computer & Information Systems Managers	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$136,300	1,310	
Computer Occupations, All Other	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$86,000	1,930	
Elementary School Teachers, Exc Spec Ed	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$53,800	5,060	
Engineers, All Other	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$89,300	400	
Financial Analysts	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$79,900	790	
Financial Managers	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$138,200	2,040	
Financial Specialists, All Other	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$81,100	530	
General & Operations Managers	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$107,400	8,960	
Human Resources Managers	○	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$120,000	570	
Human Resources Specialists	○	●	○	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$57,100	2,450	
Industrial Engineers	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$82,200	680	
Industrial Production Managers	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$98,600	440	
Kindergarten Teachers, Exc Spec Ed	●	●	○	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$51,600	590	
Loan Officers	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$71,100	790	
Logisticians	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$67,100	800	
Management Analysts	●	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	○	\$88,600	2,980	
Market Research Analysts & Marketing Spec	●	●	○	●	○	○	○	○	○	○	○	○	○	○	○	○	○	○	\$63,500	2,890	

Fast job growth

Above average wages

At least 400 expected annual job o

✓ Fast job growth
✓ Above average wages
✓ At least 400 expected annual job openings

Georgia's HOT Careers to 2028


The careers in this chart have it all!

Skills and Abilities	Skills and Abilities															Work Activities					Occupational Characteristics			
	● advanced skills required	○ moderate skills required																						
Work Activities	Work Activities																	Occupational Characteristics						
	● frequently found	○ occasionally found																						
HOT jobs have faster than state annual average job growth, above the state annual average wage, and have at least 400 annual openings.																								
Critical Thinking/Problem Solving																								
Judgement & Decision Making																								
Service Oriented/Instructing																								
Listening/Reading																								
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Reasoning																								
Written Expression/Comprehension																								
Assisting & Caring for Others																								
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Schedule/Orgniz, Plan, & Prioritiz Wtk																								
Thinking Creatively																								
2019 Edition - Georgia Wage Estimates																								
2018-28 Annual Openings																								
Bachelor's degree continued																								
Marketing Managers	●	●	●	●	●		●	●		●	●		●	●		●	●	●	\$136,100	850				
Mechanical Engineers	●	●	○	●	●		●	●		○	●	○	●	●		●	○	●	\$81,000	400				
Medical & Health Services Managers	●	●	●	●	●		●	●		●			●	●		●	●		\$105,900	1,080				
Meeting, Convention, & Event Planners	●	●	●	●	●		●	●	●	●	●	○	●	●	○	●	●	●	\$48,200	420				
Middle Schl Teachers, Exc Spec & Career/Tech Ed	●	●	●	●	●		●	●	●	●	●		●	●		●	●	●	\$55,500	2,310				
Personal Financial Advisors	○	●		●	●		●	○	●	●	●		●	●		●	●	●	\$115,000	610				
Producers & Directors	●	●		●	●		●	●			●		●	●		●	●	●	\$80,700	700				
Public Relations Specialists	●	●	●	●	●		●	●		●	●		●	●		●	●	●	\$59,200	660				
Registered Nurses	●	●	●	●	●	●	●	●	●	●	●	○	●	●	●	●	●	●	\$65,800	6,340				
Sales Managers	●	●	●	●	●		●	●		●	●		●			●	●	●	\$133,400	1,620				
Secondary Schl Teachers, Exc Spec & Career/Tech Ed	●	●	●	●	●		●	●	●	●	●		●	●		●	●	●	\$55,400	2,500				
Securities, Commodities, & Financial Svcs Sales Agents	●	●	○	●	●		●	●		○	●		●			●	●	●	\$72,300	1,080				
Social & Community Service Managers	●	●	●	○	●		●	●	●	●	●		●			●	●	●	\$62,500	450				
Software Developers, Applications	●	●		●	●		●	●		○			●	●		●	○	●	\$100,400	2,980				
Training & Development Specialists	●	●	●	●	●		●	●		●	●		●	●		●	●	●	\$61,000	1,210				
Associate's degree																								
Computer Network Support Specialists	●	●		●	●	○	●	●			●	○	●	●		●	●	●	\$67,600	630				
Dental Hygienists	○	●	●	●	●	●	●	●	●	○		●	●	●	●	○	●		\$62,600	590				
Paralegals & Legal Assistants	○	●	○	●	●		●	●			●		●	●		●	●		\$51,600	1,230				
Physical Therapist Assistants	○	●	●	○	●	●	●	●	●	●	●	○	●	●	○	●	○	●	\$49,800	440				
Radiologic Technologists	●	●	○	●	●	●	●	●	●		●	○	●	●	○	●	○	●	\$54,100	480				
Respiratory Therapists	●	●	●	○	●	●	●	●	●	●		●		●	●	●	●		\$54,900	430				
Postsecondary non-degree award																								
Telecom Equip Installers & Repairers, Exc Line Installers	●	●		●	●	●	●	○		○	●	○	●	●	○	●	○	●	\$50,700	1,300				
Some college, no degree																								
Computer User Support Specialists	●	●	●	●	●	○	●	●		○		○	●	●		●	○	●	\$50,600	2,200				
High school diploma or equivalent																								
Food Service Managers	●	●	●	○	●	●	●	●	●	●	●	○		●	○		●		\$49,900	1,850				
Industrial Machinery Mechanics	●	●		○	●	●	●	○				●		●	●		○		\$47,100	1,470				
Insurance Sales Agents	●	●	○	●	●		●	●			●		●	●		●	●		\$56,300	1,500				
Plumbers, Pipefitters, & Steamfitters	●	●	●	●	●	●	○		○	●	●		●	●	○	●	●		\$45,600	1,570				
Production, Planning, & Expediting Clerks	●	●		●	●		●	●		○		○	●	●		●	●	●	\$46,100	1,110				
Sales Reps, Services, All Other	●	●		●	●		●	●		○	●		●	●		●	●	●	\$58,400	5,260				
Sales Reps, Wholesale & Mfg, Exc Tech & Scientific Products	○	●	○	●	●		●	●			●		●	●		●	●	●	\$60,600	5,750				
Supvrs of Transp & Material Mvg Wkrs, Exc Aircraft Cargo	●	●	○	●	●		●	●	●	●	●	●	●	●	○	○	●	●	\$50,000	2,100				

Fast job growth

Above average wages

At least 400 expected annual job o

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For more information, please contact Workforce Statistics & Economic Research at (404) 232-3875 • Fax (404) 232-3888
Email: Workforce_Info@gdol.ga.gov

✓ Fast job growth ✓ Above average wages ✓ At least 400 expected annual job openings

WIOA Services are
available at the
following
Career Centers

Griffin Career Center
1514 Hwy. 16 West
Griffin, GA 30223
770-228-7226

LaGrange Career Center
1002 Longley Place
LaGrange, GA 30240
706-845-4000

West GA Technical College
Campus Central Educaion
160 M.L.K. Jr Drive
Newnan, GA 30263
678-821-3800

Carroll Career Center
275 Northside Drive
Carrollton, Ga 30116
770-836-6668

We envision employees
with quality jobs and
employers with qualified
employees.

The Workforce Investment Board
exists to support and promote
workforce development and job
development to meet the needs of
employers and employees in our
region.



How May
We Help
You?



Plan your career and succeed!

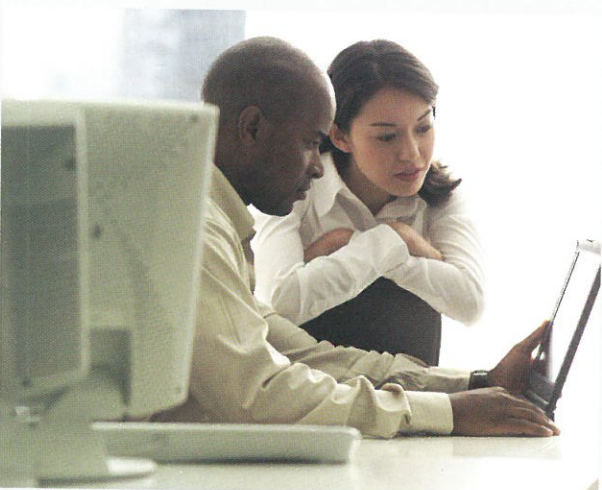
Workforce Development TRRC
1210 Greenbelt Drive
Griffin, GA 30224
770-229-9799
www.threeriversrc.com
Toll Free TTY: 1-800-255-0056 for the
hearing impaired

This is an Equal Employment Opportunity Program
Auxiliary Aids & Services are Available Upon Request

Three Rivers

 **WORK
SOURCE
GEORGIA**

Connecting Talent with Opportunity
A proud partner of the AmericanJobCenter network



Who is Eligible

The Workforce Innovation & Opportunity Act (WIOA) provides funding for services to adults, dislocated workers, and youth.

We service the counties of Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson.

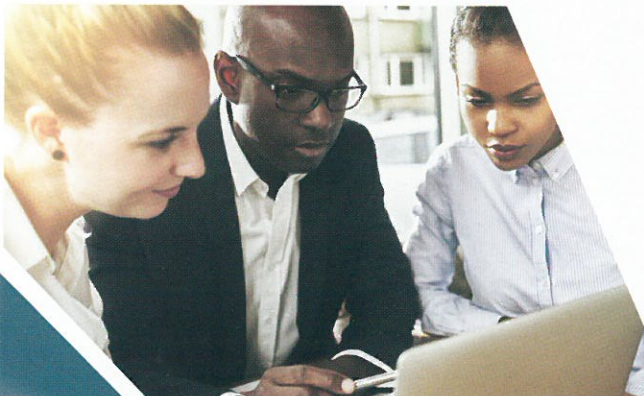
For Employers, We Assist With:

- On The Job Training
- Work Experience
- Pre-Qualified Candidates
- Incumbent Worker Training
- Skilled Workforce Recruitment



For Eligible Persons, We Provide:

- Intensive Job Search Assistance
- Individualized Career Counseling
- Budgeting and Financial Planning
- Vocational Assessments
- Resume Preparation
- Assistance with Costs Associated with Training, such as:
 - Tuition
 - Books
 - Required Equipment
 - Uniforms
 - Daily Travel Allowance and Childcare Needs



For Eligible Youth, We Provide:

- Tutoring & Mentoring
- Leadership Development
- Work Experience
- Community Service
- Financial Literacy
- GED



Let us help you

- Identify skills that are required in today's workforce.
- Identify where the jobs are.
- Identify training programs that will prepare you to meet the needs of today's careers and employers.



Workforce Development TRRC works
in partnership with the Georgia
Department of Labor to provide WIOA
services in the following counties:

BUTTS CARROLL

COWETA HEARD

LAMAR MERIWETHER

PIKE SPALDING

TROUP UPSON

For more information about WIOA Services
contact a representative at one of the following
Career Centers:

Carroll Career Center
275 Northside Drive
Carrollton, Ga 30116
(770) 836-6668

Griffin Career Center
1514 Hwy. 16 West
Griffin, GA 30223
770-228-7226

LaGrange Career Center
1002 Longley Place
LaGrange, GA 30240
706-845-4000

West GA Technical College
Campus Central Educaion
160 M.L.K. Jr Drive
Newnan, GA 30263
678-821-3800

For more informaion regarding Workforce
Development Business Services,
including OJT, Incumbent Worker
Training, and Customized Training
please call 770.229.9799.

For more information please contact:

Workforce Development TRRC

1210 Greenbelt Drive
Griffin, GA 30224
770-229-9799
www.threeriversrc.com

Toll Free TTY: 1-800-255-0056 for the
hearing impaired



On the Job Training



Plan your career and succeed!

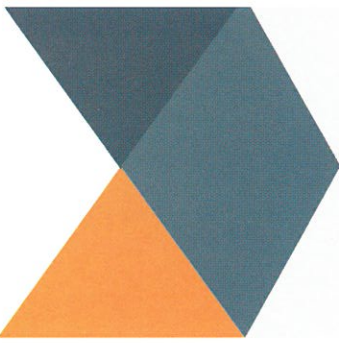
Three Rivers



Connecting Talent with Opportunity
A proud partner of the AmericanJobCenter network

This is an Equal Employment Opportunity Program
Auxiliary Aids & Services are Available Upon Request





Employer Benefits

- No cost for OJT Services.
- Receive up to 75% for reimbursement of trainees' hourly wages.
- Make all hiring decisions.
- Save recruiting, screening and training costs.
- Tailor all training.
- Length of training can last up to 6 months.
- Increase cash flow and profits.

Businesses That Qualify

- Have year-round operations;
- Have not recently experienced layoffs;
- Pay an hourly wage or salary



You Hire- You Train- We Pay

- On-the-Job Training (OJT) is a federally funded program that helps employers hire and train individuals for long-term employment.
- OJT is a method of providing individualized occupational skills training for Dislocated Workers and WIOA eligible customers.
- For businesses, the OJT program assists with providing training in demand occupations to meet the needs of the employer.
- For trainees, the OJT program places participants in occupations that will enhance their prospects for long-term employment.
- OJT involves the acquisition of specific skills and employment competencies through exposure in an actual work setting.



OJT Requirements

- Full-time employment is generally required.
- Trainees receive the same wages and benefits as other employees holding the same or similar positions.
- Trainees abide by the same company policies as other employees.
- Training agreement must be approved before trainees begin to work.
- Employers must have Worker's Compensation or approved on-site liability insurance.
- Trainees must meet Workforce Innovation & Opportunity Act (WIOA) eligibility requirements.

Frequently Asked Questions

Q: Is there a funding limit for this program?

A: The maximum funding under an OJT contract shall not exceed \$12,000 per participant.

Q: Can participants in this program be parttime?

A: No, OJT employees must be offered the opportunity to work a minimum of 32 hours per week during the training period.

Q: Is overtime, paid holidays, annual, sick or other leave reimbursed?

A: No, the program will only fund regular worked hours.

Q: Is there an eligibility requirement for the training candidates?

A: Yes, candidates must have been determined eligible by Workforce Development through either income or dislocated status.

Q: Is there funding to pay for pre-employment testing?

A: Not at this time.

Q: When will reimbursements be issued?

A: Payment will be provided within 30 days of correct invoice submission to Workforce Development.

Q: What if a trainee does not work out?

A: Ultimately, you determine whether the new hire is successful and retained on the job. An OJT is entered into with the expectation that the employer will hire the trainee at the conclusion of the contract but it is never a guarantee. Workforce Development will provide continued assistance and intervention when and as needed to ensure the OJT is mutually beneficial for all.

Babel Notice Vital Information

IMPORTANT! This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call (770) 229-9799** for assistance in the translation and understanding of the information in this document.

Spanish

¡IMPORTANTE! Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al (770) 229-9799** para pedir asistencia en traducir y entender la información en este documento.

Chinese - Traditional

重要須知！ 本文件包含**重要資訊**，事關您的權利、責任，和／或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電**(770) 229-9799** 洽詢翻譯及理解本文件資訊方面的協助。

Vietnamese

LƯU Ý QUAN TRỌNG! Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi (770) 229-9799** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

Tagalog

MAHALAGA! Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa (770) 229-9799** upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

French

IMPORTANT! Le présent document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. **Appelez au (770) 229-9799** pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

Haitian Creole

ENPÒTAN! Dokiman sa a gen enfòmasyon enpòtan ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. **Rele (770) 229-9799** pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

Portuguese

IMPORTANTE! Este documento contém informações importantes sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número (770) 229-9799** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

Arabic

مهم! يحتوي هذا المستند على معلومات مهمة حول حقوقك ومسؤولياتك و/أو فوائده. من الأهمية بمكان فهم المعلومات الواردة في للحصول على مساعدة **(770) 229-9799** هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. اتصل على الرقم في ترجمة المعلومات الواردة في هذا المستند وفهمها.

Russian

ВАЖНО! В настоящем документе содержится важная информация о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. **Позвоните по телефону (xxx) xxx-xxxx** для получения помощи в переводе и понимании информации, содержащейся в данном документе.

Korean

중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 중요한 정보를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. **(770) 229-9799로 전화하여** 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.

DRUG-FREE WORKPLACE

Three Rivers Workforce Development Board recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of the agency's mission and goals. In accordance with the Drug-Free Workplace Act of 1988 and the state Drug Free Public Workforce Act of 1990. The THREE RIVERS WORKFORCE DEVELOPMENT BOARD hereby declares that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, marijuana or dangerous drug is prohibited for all THREE RIVERS WORKFORCE DEVELOPMENT BOARD supported employees at any anytime. Possession, use and distribution of alcohol on any THREE RIVERS WORKFORCE DEVELOPMENT BOARD premises or at any WORKSOURCE THREE RIVERS activity is prohibited.

For purposes of this policy, the following definitions shall apply. A controlled substance is defined as those drugs or substances listed in schedules I through V of the federal Controlled Substance Act, including but not limited to marijuana, cocaine, heroin, opiates, and amphetamines. Not included are substances used in accordance with a valid prescription. The workplace is defined as a geographic location at which an employee performs work pursuant to his or her employment with the THREE RIVERS WORKFORCE DEVELOPMENT BOARD, including any travel while in travel status. A dangerous drug is any drug or substance defined as such in O.C.G.A. 16-13-71. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, used of possession of any controlled substance, marijuana, or dangerous drug. Employee includes an employee of a contractor directly engaged in the performance of work under a contract with the THREE RIVERS WORKFORCE DEVELOPMENT BOARD. Individual means an offeror/contractor that has no more than one employee including the offeror/contractor.

Each employee shall be given a copy of this policy. As a condition of employment, employees will abide by the terms of this policy and shall notify the agency Director in writing of any criminal drug statute conviction not later than five calendar days after such conviction. The THREE RIVERS WORKFORCE DEVELOPMENT BOARD shall notify the appropriate federal agency within 10 days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of such conviction.

Within 30 days of notification by the employee or otherwise receiving actual notice of such conviction, the THREE RIVERS WORKFORCE DEVELOPMENT BOARD shall, with respect to any employee so convicted:

- Take appropriate personnel action against such an employee, up to and including termination; or
- Require such employee, as a condition of further employment, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such

purposes by a federal, state, or local health, law enforcement or other appropriate agency.

The Executive Director shall develop a drug-free awareness program to inform employees of the following:

- The danger of drug abuse.
- THREE RIVERS WORKFORCE DEVELOPMENT BOARD policy Drug-Free Workforce and any accompanying department administrative procedures concerning the maintenance of a drug-free workplace.
- Any available drug counseling, rehabilitation and employee assistance programs.
- Any penalties to be imposed upon employees for drug abuse violations occurring in the workplace.

Entities contracting with THREE RIVERS WORKFORCE DEVELOPMENT BOARD shall, as a condition of the contract, assure a drug-free workplace. For contracts a drug-free workplace means a geographic location at which individuals are directly engaged in the performance of work pursuant to a contract with the THREE RIVERS WORKFORCE DEVELOPMENT BOARD. Ref. O.C.G.A. 20-2-11; 16-13-71; 45-23-1 et seq. 21 U.S.C. 812

This is to certify that I have received a copy of and read the WORKSOURCE THREE RIVERS BOARD Drug Free Workforce Policy. As a condition of employment, I will abide by the terms of this policy and shall notify the Director of any criminal drug statute conviction not later than five days after such conviction.

WORKSOURCE THREE RIVERS GRIEVANCE AND COMPLAINTS PROCEDURE

GENERAL POLICY

If any individual, group, or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Applicants and Participants for services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by the WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. Grievance/complaints should be filed in accordance with the written procedures established by WorkSource Three Rivers. Signed and dated grievance forms with accurate contact information are included in all participant case files. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of this program, you have the right to file a grievance/complaint.**

EQUAL OPPORTUNITY POLICY

WorkSource Three Rivers adheres to the following United States law: It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. References include: The Workforce Innovation and Opportunity Act of 2014 P. L. 113-128 USDOL Regulations Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 29 C.F.R. § 38.36 effective July 22, 2015.

Equal Opportunity Is the Law (29 C.F.R. § 38.35)

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What to Do If You Believe You Have Experienced Discrimination

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
AUXILIARY AIDS & SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.
TOLL FREE TDD/TTY: 1-800-255-0056 FOR THE HEARING IMPAIRED

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW. Room N-4123, Washington, DC 20210 or electronically as directed on the CRCWeb site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

A **complaint** is an allegation of discrimination on the grounds a person, or any specific class of individuals, has been or is being discriminated against on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, citizenship status, or participation in any WIOA Title I-financially assisted program or activity as prohibited by WIOA or part 29CFR38.69. An allegation of retaliation, intimidation or reprisal for taking action or participating in any action to secure rights protected under WIOA will be processed as a **complaint**.

COMPLAINTS OF DISCRIMINATION

WorkSource Three Rivers is prohibited from, and does not engage in, discriminating against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity.

Both the complainant and the respondent have the right to be represented by an attorney or other individual of their choice. (29 C.F.R. § 38.71)

If you think that you have been subjected to discrimination under a WIOA-funded program or activity, you may file a complaint within **180 days** from the date of the alleged violation with the WorkSource Three Rivers as follows:

WIOA Equal Opportunity Officer, Mandy Nicholson,
Three Rivers Regional Commission,
P.O. Box 818, 120 North Hill Street, Griffin, GA, 30224,
(770) 229-9799, worksourcetr@threeriversrc.com

OR

Complaints may also be filed with the
TCSG OWD Compliance Director
1800 Century Place N.E., Suite 150, Atlanta, GA 30345
Phone (404) 679-1371 Fax: (404) 679-5460 TTY/TDD 1-800-255-0056
Submissions should be sent to wioacompliance@tcsq.edu

OR

A complainant may be filed directly with the Director,
Civil Rights Center, U.S. Department of Labor,
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

Or at the website below:

<http://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm>

Furthermore, the USDOL Civil Rights Center provides a complaint form, which should be utilized, if sending a discrimination-based complaint, and can be found at the website detailed above.

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

The Technical College System of Georgia, Office of Workforce Development or WorkSource Three Rivers under this part and WIOA Section 188 will process complaints and it will contain the following elements:

- (1) Initial, written notice to the complainant that contains the following information:
 - (i) An acknowledgment that the recipient has received the complaint; and
 - (ii) Notice that the complainant has the right to be represented in the complaint process
 - (iii) Notice of rights contained in [§ 38.35](#); and
 - (iv) Notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into the non-English languages as required in §§ [38.4\(h\)](#) and (i), [38.34](#), and [38.36](#).
- (2) A written statement of the issue(s), provided to the complainant that include the following information:
 - (i) A list of the issues raised in the complaint; and
 - (ii) For each such issue, a statement whether the recipient will accept the issue for investigation or reject the issue, and the reasons for each rejection.
- (3) A period for fact-finding or investigation of the circumstances underlying the complaint.
- (4) A period during which the recipient attempts to resolve the complaint. The methods available to resolve the complaint must include alternative dispute resolution (ADR).
- (5) A written Notice of Final Action, provided to the complainant within 90 days of the date on which the complaint was filed, that contains the following information:
 - (i) For each issue raised in the complaint, a statement of either:
 - (A) The recipient's decision on the issue and an explanation of the reasons underlying the decision; or
 - (B) A description of the way the parties resolved the issue; and
 - (ii) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the Notice of Final Action is received if the complainant is dissatisfied with the recipient's final action on the complaint.

The complainant has the option to resolve the complaint using alternative dispute resolution of their choice. The ADR procedures must provide:

- (1) The complainant may attempt ADR at any time after the complainant has filed a written complaint with the recipient, but before a Notice of Final Action has been issued.
- (2) The choice whether to use ADR or the customary process rests with the complainant.

(3) A party to any agreement reached under ADR may notify the Director in the event the agreement is breached. In such circumstances, the following rules will apply:

- (i) The non-breaching party may notify with the Director within 30 days of the date on which the non-breaching party learns of the alleged breach; and
- (ii) The Director must evaluate the circumstances to determine whether the agreement has been breached. If the Director determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with the recipient's procedures.

(4) If the parties do not reach an agreement under ADR, the complainant may file a complaint with the Director as described in §§ 38.69 through 38.71.

Each complaint must be filed in writing, either electronically or in hard copy, and must contain the following information:

- (a) The complainant's name, mailing address, and, if available, email address (or another means of contacting the complainant).
- (b) The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination).
- (c) A description of the complainant's allegations. This description must include enough detail to allow the Director or the recipient, as applicable, to decide whether:
 - (1) CRC or the recipient, as applicable, has jurisdiction over the complaint
 - (2) The complaint was filed in time; and
 - (3) The complaint has apparent merit; in other words, whether the complainant's allegations, if true, would indicate noncompliance with any of the nondiscrimination and equal opportunity provisions of WIOA or this part.
- (d) The written or electronic signature of the complainant or the written or electronic signature of the complainant's representative.
- (e) A complainant may file a complaint by completing and submitting CRC's Complaint Information and Privacy Act Consent Forms, which may be obtained either from the recipient's EO Officer or from CRC. The forms are available electronically on CRC's Web site, and in hard copy via postal mail upon request. The latter requests may be sent to CRC at the address listed in the notice contained in § 38.35.

If the recipient issues its Notice of Final Action before the 90-day period ends, but the complainant is dissatisfied with the recipient's decision on the complaint, the complainant or the complainant's representative may file a complaint with the Director within 30 days after the date on which the complainant receives the Notice. (§38.75)

If the recipient, has failed to issue a Notice of Final Action by the end of 90 days from the date on which the complainant filed the complaint, the recipient, the complainant or the complainant's representative may file a complaint with the Director within 30 days of the expiration of the 90-day period. In other words, the complaint must be filed with the Director within 120 days of the date on which the complaint was filed with the recipient. (§38.76)

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

WorkSource Three Rivers will offer full cooperation with any local, state, or federal investigation in accordance with the aforementioned proceedings, or with any criminal investigation.

COMPLAINTS OF FRAUD, ABUSE OR OTHER ALLEGED CRIMINAL ACTIVITY

In cases of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to the Office of Inspector General, U.S. Department of Labor, at 1-866-435-7644. There is no charge for this call.

COMPLAINTS AGAINST PUBLIC SCHOOLS

If the complaint is not resolved informally and it involves public schools of the State of Georgia, the grievance procedure will comply with WIOA and OCGA 20-2-1160.

ALL OTHER COMPLAINTS (VIOLATIONS OF THE ACT OR REGULATIONS)

GENERAL GRIEVANCE POLICY

Individuals applying for or receiving services through the Workforce Innovation and Opportunity Act Title I (WIOA) paid for by WorkSource Three Rivers and/or the Three Rivers Regional Commission Board will be treated fairly. If any individual, group or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Grievances should be filed in accordance with the written procedures established by WorkSource Three Rivers. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of the program, you have the right to file a grievance.**

A **grievance** is a complaint about customer service, working conditions, wages, work assignment, etc., arising in connection with WIOA Title I funded programs operated by WIOA recipients including service providers, eligible training providers, one-stop partners and other contractors.

FILING A GENERAL GRIEVANCE (violations of the act or regulations not alleging discrimination)

Who May File: Any person, including WIOA program participants, applicants, staff, employers, board members or any other interested parties who believes they have received unfair treatment in a WIOA Title I funded program.

Any person may attempt to resolve all issues of unfair treatment by working with the appropriate manager and/or supervisor and staff member, service provider, or one-stop partner involved informally prior to a written grievance being filed.

All complaints as described in the previous definition may be filed within one hundred twenty (120) days after the act in question by first completing and submitting a **written** statement or completing the General Grievance Form to:

**WIOA Equal Opportunity Officer, Mandy Nicholson,
Three Rivers Regional Commission
P.O. Box 818
120 North Hill Street
Griffin, GA. 30224**

The written statement must include:

- A. The full name, telephone number, email (if any), and address of the person making the complaint.
- B. The full name, address and email of the person or organization against whom the complaint is made.
- C. A clear but brief statement of the facts including the date(s) that the alleged violation occurred, including the identification of all relevant parties.
- D. Relief requested.
- E. Complainant's signature and date.

For the grievance submission form, see website: <http://www.threeriversrc.com>

A complaint will be considered to have been filed when WorkSource Three Rivers receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

Upon receipt of the complaint, if the WorkSource Three Rivers WIOA Equal Opportunity Officer determines that it does not have jurisdiction over a complaint, it must notify the complainant, in writing within five business days of making such determination.

This Notice of Lack of Jurisdiction must include:

- (a) A statement of the reasons for that determination; and
- (b) Notice that the complainant has a right to file a complaint with CRC within 30 days of the date on which the complainant receives the Notice.

Upon receipt of the complaint, the WorkSource Three Rivers WIOA Equal Opportunity Officer will initiate efforts with the complainant and others involved bringing about a resolution as soon as possible. This will include a meeting of all parties with the hope of reaching a mutually satisfactory resolution. If the complaint has not been resolved to the satisfaction of the complainant within thirty (30) days, the WorkSource Three Rivers WIOA Equal Opportunity Officer will arrange appointment of a hearing officer to conduct a hearing for settlement of the complaint to be held within sixty (60) days of grievance filing.

Hearing Process

A hearing on any complaint filed shall be conducted as soon as reasonably possible, but within sixty (60) days of the complaint's filing. Within ten (10) business days of the receipt of the request for a hearing, WorkSource Three Rivers shall: (1) respond in writing acknowledging the request to the grievant; and (2) notify the grievant and respondent of a hearing date. The notice shall include, but not limited to: (1) date of issuance; (2) name of grievant; (3) name of respondent against whom the complaint has been filed; (4) a statement reiterating that both parties may be represented by legal counsel at the hearing; (5) the date, time, place of the hearing, and the name of the hearing officer; (6) a statement of the alleged violation(s) of WIOA ; (7) copy of any policies and procedures for the hearing or identification of where such policies may be found; and (8) name, address, and telephone number of the contact person issuing the notice.

The hearing shall be conducted in compliance with federal regulations. The hearing shall have, at a minimum, the following components: (1) an impartial hearing officer selected by WorkSource Three Rivers; (2) an opportunity for both the grievant and respondent to present an opening statement, witnesses, and evidence; (3) an opportunity for each party to cross-examine the other party's witnesses; and (4) a record of the hearing which WorkSource Three Rivers shall create and maintain.

The hearing officer, considering the evidence presented by the grievant and respondent, shall issue a written decision, which shall serve as WorkSource Three Rivers' official resolution of the complaint. The decision shall include the following information: (1) the date, time, and place of hearing; (2) a recitation of the issues alleged in the complaint; (3) a summary of any evidence and witnesses presented by the grievant and respondent; (4) an analysis of the issues as related to the facts; and (5) a decision addressing each issue alleged in the complaint.

No applicant, participant, employee, service provider or training provider will be intimidated, threatened, coerced or discriminated against because he/she made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing.

If the complainant(s) does not receive a written decision from the Hearing Officer within sixty (60) days of grievance/complaint filing, or receives a decision unsatisfactory to the complainant(s), the complainant(s) then has/have a right to request a review by the State using the WIOA Complaint Information Form found at:

<https://tcsq.edu/worksource/resources-for-practitioners/eo-and-grievance-procedure-information/>

TCSG OWD Compliance Director
1800 Century Place N.E., Suite 150,
Atlanta, GA 30345
Phone: (404) 679-4970
FAX: (404) 679-5460

The Assistant Commissioner shall act as the Governor's authorized representative. Either an informal resolution or a hearing will take place within 60 calendar days of the filing.

Appeal Process

An appeal to WFD of a LWDA's resolution must be filed within sixty (60) days of the date the LWDA issued its written resolution. However, a LWDA that fails to issue a written resolution of a locally filed Complaint within sixty (60) days shall give the Complainant the automatic right to file a Complaint with WFD. Once WFD has received the Complaint form and the local resolution, WFD shall issue its own resolution on the issue being appealed within sixty (60) days of receipt. Any resolution reached by WFD may be appealed to the United States Department of Labor's Employment and Training Administration.

I CERTIFY THAT I HAVE RECEIVED A COPY OF THIS POLICY AND PROCEDURES AND UNDERSTAND THE INFORMATION PROVIDED WITHIN THIS DOCUMENT.

PARTICIPANT NAME (PRINT)

DATE

PARTICIPANT NAME (SIGN)

DATE

Parent/Legal Guardian
Signature (if under 18)

DATE

HOW MAY WE HELP YOU?

Our goal is to provide excellent customer services through our friendly, knowledgeable staff and easy access to all workforce-related services provided in this region. By completing this form, you equip our team to best assist you and to ensure you are aware of, and receive, all available services that may help you achieve your career goals. ***All service provision is contingent upon eligibility determination and availability of the service in your area.***

PLEASE COMPLETE THE FORM BELOW:

Name (Last, First)	Date
City, State of Residency	Zip Code
Email Address	Phone Number

Please Check the Circumstances That Best Describes You and Your Employment Service Needs

- | | |
|--|---|
| I am between the ages 16-24 yrs.* | I am a veteran or spouse of a veteran*** |
| I am 55 + years of age ***** | I have a work/life-related limitation or disability** |
| I am Underemployed (Current job is not self-sustaining)* | |

PLEASE SELECT (✓) ALL SERVICES WHICH MAY BE HELPFUL: Employment Services

- | | |
|---|---|
| Unemployment Insurance (UI)*** | Assistance Choosing the Right Job*** |
| Wages Documentation*** | Exploring "Hot" Jobs*** |
| Assistance Finding a Job*** | Identifying My Skills* |
| Find Job Leads*** | Assess My:* |
| Access to the Internet/phone to Find Job Leads*** | Typing Speed Job Interests |
| Resume and Cover Letter Assistance* | Job Aptitudes |
| Job Application Assistance*** | Exploring Career Options* |
| Interviewing Skills Development* | Learning about Wages*** |
| Information about Employers or Industries* | Setting Goals* |
| Job Retention Services (e.g., Incumbent Worker Training)* | Vocational Rehabilitation Training Services** |

Education & Training Services

GED Prep and/or Attainment****
 Basic Skills Attainment
 (Math/Reading)*
 English as a Second Language Training
 (ESL)****
 Assistance for Improving Skills (e.g.,
 typing, computer or software, soft skills,
 writing, etc.)*
 Training/Education Goals*
 Financial Aid for Education and
 Training*

Certificate Attainment*
 Technical Training****
 Accessibility Assistance to Accommodate a
 Disability during Training or Educational
 Services**
 Work-Based Learning – On-The-Job Training,
 Work Experience, Apprenticeships (*This May
 Allow For Income *A Paycheck* during Training.*)**

Support Services

Clothing – Interview/Professional*
 Healthcare Assistance*
 Transportation Assistance*
 Relocation Assistance for a Job*
 Equipment for Employment (tools,
 uniform, etc.)*

Vocational Rehabilitation Support Services**
**Workplace or Homebased Equipment or Services to
 Accommodate a Disability/Promote Independence
 (Including Sensory, Technological, Physical
 Accommodations and Modifications, etc.)****
**Overcoming background Issues (*TOPPSTEP: The
 Offender Parolee Probationer State Training
 Employment Program, Federal Bonding, etc.*)*****
**Federal Bonding– (*Provides limited liability coverage
 to employers new hires who cannot be bonded,
 including: ex-offender, ex-addict, poor credit record,
 dishonorably discharged from the military, or
 persons lacking a work history*)*****

Workshops & Counseling Services

Resume & Cover Letter Building*
 Applications and Internet Job Searching*
 Financial/Stress Management Counseling*
 Networking*
 Interviewing*
 IT Training*
 Soft Skills Training*

Succeeding/Advancing on a Job*
 Vocational Rehabilitation Counseling**
 Medical Management Counseling*
 Keeping a Job (Job Retention)*
 Keep Me Updated on Other Workshop Options*

Other:

WIOA*
 GVRA**
 GDOL***

Technical College ****
 SCSEP*****

WIOA RELEASE OF INFORMATION CONSENT/CERTIFICATION & ACKNOWLEDGEMENT FORM

Please read carefully, initial each release/acknowledgement, sign and date.

Name: _____ Date: _____ SSN# (last 4 digits): _____	
RELEASE INFORMATION FOR ELIGIBILITY	Initial Here
<p>I authorize the release of my information to WorkSource Three Rivers as necessary to determine my eligibility for the Workforce Innovation and Opportunity Act, Adult, Dislocated Worker, and Youth Program and Services. I further authorize the release of information by staff necessary to secure related services and assistance on my behalf and share information with other programs from which I receive or have received services such as Vocational Rehabilitation, Division of Family & Children Services (DFCS), and Department of Labor. This authorization to gather information about me and share necessary and pertinent personal information is given with the understanding that the information will be used in a confidential and responsible manner.</p>	
RELEASE INFORMATION FOR EDUCATION INSTITUTION	Initial Here
<p>I authorize of my current and past educational records from high schools, colleges, universities, and training schools to WorkSource Three Rivers. Such records to include my current/past enrollment, transcripts, attendance records, graduation and /or completion information and diploma/certificate/credential attained. I understand that under the Family Educational Rights and Privacy Act of 1974 (FERPA), which is a Federal law that protects the privacy of student education records that the Workforce Development Division, WorkSource Three Rivers must have written consent to obtain my educational records. I certify that this authorization of release form may be sent as a fax, email, or a photocopy presented in person with appropriate identification from the above agency's staff to the record holder.</p>	
RELEASE INFORMATION FOR EMPLOYMENT	Initial Here
<p>I authorize the release of my current and past employment information to WorkSource Three Rivers until I am completed with the WIOA Program and WIOA Quarterly Follow-up.</p>	
CERTIFICATION & ACKNOWLEDGEMENT	Initial Here
<p>I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for WIOA program activities and may be considered justification for dismissal if discovered at a later date. I acknowledge that my Personally Identifying Information (PII) will be used for grant purposes only.</p>	
AUTHORIZATION TO PUBLISH	Initial Here
<p>WIOA program activities are federally funded and all activities must adhere to transparency and accountability guidelines. In some cases, pictures may be taken to document our local efforts to assist area residents obtain training and employment services. WorkSource Three Rivers may use my photo in print advertising or on the local area's website.</p> <p style="text-align: center;">I AGREE _____ I DO NOT AGREE _____</p>	
Signature:	
Parental Signature: (if under 18)	
<p>All information I hereby authorize to be obtained from this agency will be strictly confidential and cannot be released by the recipient without written consent. I understand that this authorization will remain in effect for the period necessary to complete all transactions in accounts related to services provided to me. I understand that I may revoke this consent at any time by notifying the facility in writing, except to the extent that action has been taken in reliance on my consent. A photocopy of this authorization is to be considered as valid as the original document.</p>	
(USE THIS SPACE ONLY IF THE CLIENT WITHDRAWS CONSENT)	
_____ (Date Consent is Revoked by Client)	_____ (Client Signature or Authorized Representative)

CUSTOMER AFFIDAVIT FOR PUBLIC BENEFIT ELIGIBILITY

By executing this affidavit under oath, as an applicant for a(n) Workforce Innovation and Opportunity Act, as referenced in O.C.G.A. § 50-36-1, from WorkSource Three Rivers, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (City), _____ (State).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires:

Orientation Certification

This is to certify that I have received orientation to WIOA Services and the WorkSource Three Rivers One-Stop System, including performance information.

The Orientation included the following as I have **initialed** in the space provided:

- _____ Explanation and copy of the Grievance & Complaint form
- _____ Information about WIOA Services and Eligibility Requirements and a summary handout
- _____ Information about growth jobs, wages and training
- _____ Explanation and copy of the Drug Free Workplace Policy

Signature: _____ **Date:** _____

I was asked if I would like to apply for additional WIOA service. I have **checked** my response below.

_____ I wish to see if I qualify for WIOA services.

_____ I am not interested in WIOA services.

Printed Name: _____

Signature: _____ **Date:** _____

Parent or Legal Guardian Signature: _____
(If under 18 years of age)

HOW DID YOU HEAR ABOUT US? (Please circle one)

Internet	Radio	TV	Newspaper	Brochure	DOL
Flyer	Friend	Other: (please specify) _____			

FAMILY COMPOSITION

PLEASE READ: Falsification of data on this form is a crime against federal and state laws. Falsification of or concealment of information is punishable by fine or imprisonment or both and will require repayment of any monies paid to or on behalf of the applicant while in a Georgia job training program.

PLEASE SIGN BELOW ATTESTING TO READING AND UNDERSTANDING THIS STATEMENT AND CERTIFYING THE REPORTED FAMILY COMPOSITION AND ADDRESS INFORMATION IS COMPLETE AND ACCURATE.

Applicant Signature	Date	Parent/Legal Guardian Signature	Date
Applicant Printed Name: _____		Full Physical Address: _____	

Name	Relationship to Applicant	Age	Social Security No.	Employer Name or Source of Income	Amount of Income	How often are you paid?	
	Applicant					Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly

FOR USE BY WIOA STAFF/REPRESENTATIVE: STANDARD FAMILY COMPOSITION

Type of Income used to certify income eligibility: Employment Public Assistance: SNAP TANF Other _____
(check all that applies)

Total # in Family _____

Total Included Family Income Reported by Applicant (prior 6 months) \$ _____

Total Excluded Family Income Reported by Applicant (prior 6 months) \$ _____

Total family income recalculated by 2nd Reviewer: Included Amount \$ _____ Excluded Amount \$ _____ Calculation Accurate: Yes No

Reason for recalculation: _____ 2nd Reviewer Signature: _____

(Using the 6-month income guideline for WIOA, determine the applicable income for the WIOA applicant.)

Total 6-month income from guideline chart \$ _____

Compare to the total INCLUDED Family Income to the total 6-month program guideline:

Subtract Total Included Family Income from 6-month
Income Guideline figure for number in the family

Note the Difference: (+) _____ or (-) _____
(Over Income) (Under Income)

Applicant: **Meets Income Eligibility**
 Does Not Meet Income Eligibility
 DW Over Income **DW Wages does not count against Eligibility**
 Participant Eligible due to Public Assistance – Lack Self Sufficiency

(PY 2022-2023) Six-Month Income Guidelines for WIOA: Low Income Level Figures Effective May 01, 2022			
Family Size	Metropolitan Areas	Atlanta MSA	Nonmetropolitan Areas
1	\$6,795	\$6,795	\$6,795
2	\$9,155	\$9,155	\$9,155
3	\$11,675	\$11,515	\$11,515
4	\$14,413	\$14,040	\$13,999
5	\$17,011	\$16,570	\$16,520
6	\$19,895	\$19,377	\$19,319
7	\$22,780	\$22,184	\$22,119
8	\$25,664	\$24,991	\$24,918
For each over 8, add:	\$2,885/person	\$2,807/person	\$2,800/person

WIOA Staff Signature: _____ **Date:** _____

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
AUXILIARY AIDS & SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.
TOLL FREE TDD/TTY: 1-800-255-0056 FOR THE HEARING IMPAIRED

FOR USE BY WIOA STAFF/REPRESENTATIVE: LACKS SELF-SUFFICIENCY

Type of Income used to certify income eligibility: Employment Public Assistance: SNAP TANF Other _____
(check all that applies)

Total # in Family _____

Total Included Family Income Reported by Applicant (prior 6 months) \$ _____

Total Excluded Family Income Reported by Applicant (prior 6 months) \$ _____

Total family income recalculated by 2nd Reviewer: Included Amount \$ _____ Excluded Amount \$ _____ Calculation Accurate: Yes No

Reason for recalculation: _____ 2nd Reviewer Signature: _____

(Using the 6-month income guideline for WIOA, determine the applicable income for the WIOA applicant.)

Total 6-month income from guideline chart \$ _____

Compare to the total INCLUDED Family Income to the total 6-month program guideline:

Subtract Total Included Family Income from 6-month
Income Guideline figure for number in the family

Note the Difference: (+) _____ or (-) _____
(Over Income) (Under Income)

Applicant: **Meets Income Eligibility**
 Does Not Meet Income Eligibility
 DW Over Income
 Participant Eligible due to Public Assistance – Lack Self Sufficiency

DW Wages does not count against Eligibility

(PY 2022-2023) Six-Month Income Guidelines for WIOA: Low Income Level Figures Effective May 01, 2022

FAMILY SIZE	METROPOLITAN AREAS	ATLANTA MSA	NONMETROPOLITAN AREAS
1	\$13,590	\$13,590	\$13,590
2	\$18,310	\$18,310	\$18,310
3	\$23,350	\$23,030	\$23,030
4	\$28,826	\$28,080	\$27,998
5	\$34,022	\$33,140	\$33,040
6	\$39,790	\$38,754	\$38,638
7	\$45,560	\$44,368	\$44,238
8	\$51,328	\$49,982	\$49,836
For each over 8, add:	\$5,770/person	\$5,614/person	\$5,600/person

WIOA Staff Signature: _____

Date: _____

EQUAL OPPORTUNITY EMPLOYER/PROGRAM
AUXILIARY AIDS & SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.
TOLL FREE TDD/TTY: 1-800-255-0056 FOR THE HEARING IMPAIRED

(Additional page to enter family composition)

Family Composition:

Applicant Printed Name: _____ Date: _____

SSN: _____ Full Physical Address: _____

Name	Relationship to Applicant	Age	Social Security Number	Employer Name or Source of Income	Amount of Income	How often are you paid?	
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly
						Weekly Bi-monthly	Bi-weekly Monthly



DOL-3404 VETERANS AND ELIGIBLE SPOUSE QUESTIONNAIRE

Name: _____

I. MILITARY/SPOUSE		
1. Are you now serving, or have you served in the active* military, naval, or air service?	Yes	No
2. Were you discharged or released under conditions other than dishonorable? If YES to both 1 and 2 above, complete Section II or III. If NO, then do not complete the remainder of the form.	Yes	No
3. Are you a spouse or caregiver of a veteran? If YES, complete Section IV.	Yes	No
II. VETERANS		
1. Did you serve more than 180 days? If YES, please answer the following questions:	Yes	No
▪ Are you aged 18-24 years old?	Yes	No
▪ Are you or have you ever been incarcerated?	Yes	No
▪ Did you earn a high school diploma or equivalent certificate?	Yes	No
▪ Are you a recently separated service member, who at any point in the last 12 months has been unemployed for 27 or more weeks?	Yes	No
▪ Do you meet the lower level income guidelines (See Income Guidelines for WIOA Low Income Level)?	Yes	No
2. Did you serve in a Reserve Unit during a period of war, campaign, or expedition for which a campaign badge was authorized?	Yes	No
3. Were you discharged because of a service-connected disability?	Yes	No
4. Do you have a VA rated service-connected disability? If YES, <input type="checkbox"/> 10-20% VA rated or <input type="checkbox"/> 30% or greater VA rated	Yes	No
5. Are you a homeless veteran?	Yes	No
III. TRANSITIONING SERVICE MEMBERS (TSM's)		
<i>If you are a transitioning service member, answer questions #1-2.</i>		
1. Will you retire from service within 24 months or separate from service within 12 months?	Yes	No
▪ Were you referred via DD-2958 (Service Member Career Readiness Standards/Individual Transition Plan) or other?	Yes	No
▪ Are you aged 18-24 years old?	Yes	No
▪ Are you being involuntarily separated through a service reduction-in force?	Yes	No
2. Are you a service member who is wounded, ill, or injured and receiving treatment in a Military Treatment Facility (MTF) or Warrior Transition Unit (WTU)?	Yes	No
IV. MILITARY SPOUSES/CAREGIVERS		
<i>If you are a military spouse, answer questions #1-3.</i>		
1. Do you have a letter from the VA stating that you are an eligible spouse?	Yes	No
2. Does your spouse have a total disability resulting from a service-connected disability?	Yes	No
3. Has your spouse been listed as forcibly detained or interred by a foreign government or power, missing in action, or captured in the line of duty for a total of more than 90 days?	Yes	No
<i>If you are the surviving spouse of a veteran, answer questions #4-5.</i>		
4. Did your spouse die of a service-disconnected disability as evaluated by the VA?	Yes	No
5. Did your spouse die while having a total permanent disability resulting from a service-connected disability?	Yes	No
<i>If you are a caregiver of a service member, answer question #6.</i>		
6. Are you a caregiver of a service member who is wounded, ill, or injured and receiving treatment in a Military Treatment Facility (MTF) or Warrior Transition Unit (WTU)?	Yes	No



WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) APPLICATION

- ☐ Incumbent Worker Eligibility - Eligibility Date: _____
- ☐ Adult Eligibility - Eligibility Date: _____
- ☐ DW Eligibility - Eligibility Date: _____
- ☐ Youth Eligibility - Eligibility Date: _____
- ☐ Application Closed - Never Enrolled

APPLICANT INFORMATION

First Name: _____ MI: _____ Last Name: _____

Birth Date: _____ Age: _____ Email Address: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Alternative Contact (Please make sure that you provide the name of someone who does not live in the same house with you.)

Name: _____ Relationship to Applicant: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

DRIVERS LICENSE

Do you have a Georgia Driver's License or Georgia ID? ☐ Yes ☐ No **Class:** ☐ A ☐ B ☐ C
Driver's License Type: ☐ Regular ☐ Commercial (CDL) ☐ CDL Endorsements
Has your license ever been or is currently Suspended or Revoked? ☐ Yes ☐ No

DEMOGRAPHIC INFORMATION

Registered for the Selective Service: ☐ Yes ☐ No **Race - Ethnicity:** ☐ I do not wish to answer
Considered to be of Hispanic Heritage: ☐ Yes ☐ No ☐ African American ☐ Asian
☐ American Indian/Alaskan Native ☐ White
☐ Hawaiian/Other Pacific Islander
Authorization to Work in U.S.:
☐ Alien/Refugee lawfully admitted ☐ U.S. Permanent Resident
☐ Citizen of U.S. or U.S. Territory ☐ None

DISABILITY INFORMATION

Considered to have a Disability: ☐ Yes ☐ No

TRANSITIONING SERVICE MEMBER

Type of Transitioning Service: ☐ Not Applicable **Transitioning Service Member:** ☐ Yes ☐ No
☐ Within 24 Months of Retirement
☐ Within 12 Months of Discharge **Estimated Discharge Date:** _____

VETERAN INFORMATION

Have you served in the US Military, Navel or Air Service? **Served More Than 1 Tour Duty:** ☐ Yes ☐ No
☐ Yes <= 180 Days ☐ Yes, eligible Veteran **Military Service Entry Date:** _____ **Military Service Discharge Date:** _____ **Campaign Veteran**
☐ No ☐ Yes, other eligible person ☐ Yes ☐ No

Disabled Veteran

- ☐ Yes, Disabled
☐ Yes, Special Disabled (Greater than 30%)
☐ No

Homeless Veteran:

☐ Yes ☐ No

Recently Separated Veteran (within the last 48 months):

☐ Yes ☐ No

Received Services From Veterans Vocational Rehabilitation:

☐ Yes ☐ No

Attended a Transition Assistance Program (TAP) Workshop within 3 years:

☐ Yes ☐ No

EMPLOYMENT INFORMATION

Employment Status: ☐ Business Closed ☐ Discharged/or Fired ☐ Never Employed ☐ Self Employed
☐ Quite/Resigned ☐ Laid Off/Lack of Work ☐ Retirement ☐ Other
☐ Military Separation (ETS, Retirement)

If Employed, Individual is Under-Employed: ☐ Yes ☐ No

Unemployment Eligibility Status: ☐ Claimant ☐ Exhaustee ☐ Neither

Claimant has been Exempted from Work: ☐ Yes ☐ No **Date Claimant was Exempted:** _____

Long-term Unemployment (27 or more consecutive weeks): ☐ Yes ☐ No

Current or Most Recent Hourly Rate of Pay: \$ _____

Occupation of Most Recent Employment Prior to WIA/WIOA Participation: _____

Farmworker Status: ☐ Yes ☐ No

EMPLOYER

Are you a Dislocated Worker?:

Dislocation Employer: _____

Employer Address: _____

Employer City, State & Zip: _____

Dislocation Hourly Wage: \$ _____

Did you attend a meeting at your employer to discuss Unemployment Insurance and Workforce training?

☐ Yes ☐ No

Have you received a termination of layoff notice from your last job or job of dislocation? ☐ Yes ☐ No

Projected Layoff Date: _____

Actual Layoff Date: _____

Attended a group orientation (Rapid Response)?

☐ Yes ☐ No

Date Attended: _____ **Rapid Response Event Number:** _____

EMPLOYMENT

List current & previous employers going back 10 years, beginning with your most recent job.

Most Recent Employer: _____ **Type of Business:** _____

Address: _____ **Phone Number:** _____

Job Title: _____ **Main Duties:** _____

Equipment Used: _____

Hours per week: _____ **Shift:** _____ ☐ Paid ☐ Volunteer ☐ Internship

Start Date: _____ **End Date:** _____

Reason for Leaving: ☐ Laid-off ☐ Quit ☐ Terminated ☐ Other Employment ☐ Other

Explain Reason: _____

Employer: _____ **Type of Business:** _____

Address: _____ **Phone Number:** _____

Job Title: _____ **Main Duties:** _____

Equipment Used: _____

Hours per week: _____ **Shift:** _____ ☐ Paid ☐ Volunteer ☐ Internship

Start Date: _____ **End Date:** _____

Reason for Leaving: ☐ Laid-off ☐ Quit ☐ Terminated ☐ Other Employment ☐ Other

Explain Reason: _____

Employer: _____ Type of Business: _____

Address: _____ Phone Number: _____

Job Title: _____ Main Duties: _____

Equipment Used: _____

Hours per week: _____ Shift: _____ ☐ Paid ☐ Volunteer ☐ Internship

Start Date: _____ End Date: _____

Reason for Leaving: ☐ Laid-off ☐ Quit ☐ Terminated ☐ Other Employment ☐ Other

Explain Reason: _____

Employer: _____ Type of Business: _____

Address: _____ Phone Number: _____

Job Title: _____ Main Duties: _____

Equipment Used: _____

Hours per week: _____ Shift: _____ ☐ Paid ☐ Volunteer ☐ Internship

Start Date: _____ End Date: _____

Reason for Leaving: ☐ Laid-off ☐ Quit ☐ Terminated ☐ Other Employment ☐ Other

Explain Reason: _____

EDUCATION

Name of High School: _____

High School Diploma or Equivalent Received:

☐ Yes ☐ No

HIGHEST EDUCATION LEVEL COMPLETED:

☐ 1 ☐ 2 ☐ 3
☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10
☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17

If yes, Year Graduated: _____

List the name of other schools attended, include degree/certificates and areas of study:

<u>School</u>	<u>Course of Study</u>	<u>Did you Graduate</u>	<u>Year</u>
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

I have **attained** the following credential(s): ☐ HS Diploma ☐ GED ☐ Certificate of Completion
☐ Technical School Certificate ☐ AA ☐ BA/BS ☐ MA/MS ☐ PH.D ☐ None

If available, please provide Three Rivers with copies of your attained credentials.

PUBLIC ASSISTANCE

Individual or member of a family that is receiving or in the past 6 months has received:

Are you receiving Supplemental Security Income (SSI):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Refugee Cash Assistance (RCA):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Social Security Disability Insurance income (SSDI):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in a household receiving Food Stamps (SNAP):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving or have you been notified you will be receiving the Pell Grant.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving TANF:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving General Assistance (GA):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foster Child: (state or local payments are made for applicant)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Ticket to Work Holder Issued by the Social Security Administration:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receives, or is Eligible to receive Free or Reduced Lunch under the Richard B. Russell National School Lunch Act:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INDIVIDUAL BARRIERS

English Language Learner:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pregnant/Parenting Youth:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Basic Skills Deficient/Low Levels of Literacy:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Runaway:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Youth in, or aged out of Foster Care:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you Homeless:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
EX-Offender (individual has been arrested/convicted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Out-of-Home Placement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Youth Requires Additional Assistance to Complete an Educational Program or to Secure/Hold Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

INCOME INFORMATION

Due to the Individual's disability, they qualify as a Family of 1: ☐ Yes ☐ No

What is your annualized family income: \$ _____ **Family Size:** _____

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for WIOA program activities and may be considered justification for dismissal if discovered at a later date.

I acknowledge that my Personally Identifying Information (PII) will be used for grant purposes only.

Applicant Signature

Date

Parent or Guardian Signature

Date