



WIOA Application Guide

Individuals interested in training for a new career may be eligible for assistance through the Workforce Innovation and Opportunity Act. Available services based on need determination include; tuition assistance, books allowance, uniform/supplies and career counseling.

Services under this program are eligibility-based. Therefore all interested persons **must meet and be able to document the following preliminary eligibility** criteria to be a potential candidate. *Please take a moment to prescreen yourself for eligibility*

WIOA Adult Eligibility

To be eligible to receive WIOA services as an adult in the adult and dislocated worker programs, an individual must:

- Be 18 years of age or older;
- Be a citizen or noncitizen authorized to work in the us: and
- Meet Military Selective Service registration requirements (males only)

Dislocated Worker or Laid-off Worker Eligibility:

- You are laid off or you have received official notice of layoff from your current job as a result of permanent closure or substantial layoff at a plant facility or enterprise and are unlikely to return to your previous industry or occupation due to current economic conditions.
- You are eligible for, receiving or have exhausted your unemployment compensation benefits.
- You are an individual who has been providing unpaid services to a family member in the home and have been dependent on the income of another family member but are no longer supported by that income, and who is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.
- You are a self-employed individual who lost your contract or business earnings due to the economic downturn and have been unable to find employment or replace your business earnings in Pinellas County.
- You are a non-retiree discharged recently from the armed forces under honorable conditions or an unemployed military spouse impacted by spouse's active duty or discharge from active duty.
- You are the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of deployment, or a call or order to active duty, or a permanent change of station or the service-connected death or disability of the member.
- You are the spouse of a member of the Armed Forces on active duty and are unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment.



Low Income Adult Eligibility:

- You or a family member currently receive or have received Temporary Assistance for Needy Families (TANF) within the last six months.
- You or a family member are receiving Supplemental Security Income (SSI) or have received in the past six months.
- You or a family member is currently receiving Social Security Disability Income (SSDI)?
- You and your family members currently receive or have received food stamps in the past 6 months through DCF.
- Your family income based upon your family size currently falls below the current Low Income Standards below:

LLSIL Chart Effective Date: May 31, 2018

<i>Family Size</i>	<i>70% LLSIL 2016</i>
1	\$12,140
2	\$16,460
3	\$21,162
4	\$26,162
5	\$30,835
6	\$36,063
7	\$41,291
8	\$46,519

To Begin-Please start the WIOA (Workforce Innovation and Opportunity Act) application by signing onto the CareerSource Pinellas website at WWW.Careersourcepinellas.com. Once on the website, click on the link for Workforce Innovation and Opportunity Act located on the bottom right of the page to register or log-in. If you have previously registered, simply go to the top of the page click on "Login".

1. Register/Log in-

- a. If you have never used the system, you will first need to register and create your profile. Once registered, log in with your last name and social security number.
- b. Once you are logged in, you will be directed to the customer Dashboard. Click on the WIOA link, within the ONLINE ENROLLMENT section.

2. WIOA Assessment/Forms/Acknowledgments – (complete the following steps or online forms)

- INTAKE APPLICATION AND ASSEMENT (needs to be ASSESSMENT)
 - Step 1: Contact Information



- Step 2: Demographic Information (adjusted
- Step 3: Additional Demographics
- Step 4: Low-Income Eligibility Screening
- Step 5: Dislocated Worker Eligibility Screening
- Step 6: Education Status
- Step: 7 Veteran Status
- Step 8: Household Resources Moved from Step 2 to Step 8
- REQUESTED FORMS AND ACKNOWLEDGEMENTS
 - Step 9: Release and Consent/Media Release
 - Step 10: Grievance/Complaint Process
 - Step 11: Services Agreement
 - Step 12: Welfare Fraud Acknowledgement
- WIOA ORIENTATION
 - Step 13: Presentation
 - Listen to the entire video for an overview of the WIOA program
 - Step 14: WIOA Questionnaire

3. REQUIRED FOLLOW-UP- (complete the final two steps to complete your ONLINE application)

- Step 15: Next Steps
 - Research and select a School and Training program -must be on the Approved Targeted occupation List and Approved Vendor List
 - Visit chosen school and complete all enrollment requirements-
 - Obtain documentation of your acceptance and training outline
 - Obtain cost breakdown and financial aid information
 - Apply For a PELL Grant-If chosen school/program accepts PELL funding
 - Visit <http://www.fafsa.ed.gov/> to apply for PELL
 - If the school or the training program you choose is not covered by the PELL grant, Please obtain documentation from the school stating as such.
- Step 16: Final Steps
 - Contact us to schedule a TABE test (you must take the test prior to your appointment with a WIOA counselor
 - Schedule a meeting with a Career Counselor

To contact CareerSource Pinellas for setting a TABE test or appointment please email wioa@careersourcepinellas.com or call 727-608-2304 (emails preferred)

At your one-on-one appointment, you will review your online application with a WIOA Counselor and complete additional forms, provide backup documentation and complete additional forms. Please bring the following items/documents with your to your intake appointment.



Required supporting documents

- Driver's License unexpired or other photo ID
- Signed Social Security Card
- Alien Registration card unexpired-if this applies to you
- DD214, if applicable (Veterans Only)
- Copy of Current grades/unofficial transcripts- if you are currently in school
- Address Verification (Driver's License, Utility Bill, Voter ID)
- Unemployment pay stub, copy of auto UC deposit or letter of layoff
- If not receiving unemployment, proof of Food stamp OR last 26 weeks of paystubs
- Job searches-your most recent 5 with company name, contact type, date and response (if any)
- Training Provider/School paperwork-start date, end date and cost of program from the school you would like to attend. DO NOT REGISTER-only gather the information
- PELL information-If the school accepts PELL
- Resources to maintain living expenses-be able to explain how you are paying your living expenses. If someone is helping you, we need a letter from them saying so. It must be signed, dated and have contact information.
- Offender/Court documents, mandatory if applicable- If you have an offender record, you need to show court papers that show the outcome of the charges.
- E-Choices (work interest profile) you will need a printout of your results for the intake. Print the bar graph at the end
- Copy of GED/HS diploma/degree/vocational cert/Licenses
- TABE-This is a required assessment for enrollment and determination of suitability for a chosen training program. A CareerSource Pinellas Career Counselor can schedule this for you prior to your face to face

There may be other items required depending upon your application and specific personal information.