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CareerSource Polk

WIOA Orientation

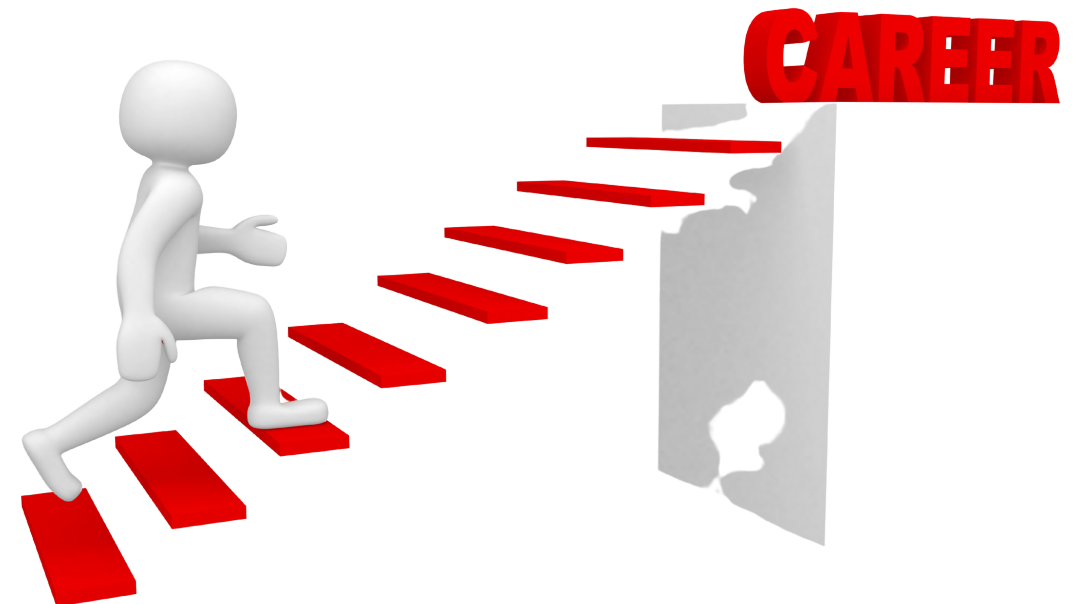
CareerSource Polk is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. For program funding details in compliance with the Stevens Amendment, please visit www.careersourcepolk.com/about/boardroom/program-funding

Part 1

CareerSource Polk Center Orientation



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Part 1

CareerSource Polk's mission is to be an innovative leader to ensure and sustain a quality workforce for today and the future.



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Mission

**We work towards our mission through the services
delivered to job seekers and employers at our
CareerSource Polk centers in:**

Lakeland

**309 N. Ingraham Avenue
Lakeland, FL 33801**

Winter Haven

**500 E. Lake Howard Drive
Winter Haven, FL 33881**



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CareerSource Polk Center Rules

- **Professional Dress Code Enforced**

At CareerSource Polk, our goal is to ensure that we prepare you for employment while maintaining a professional environment at our centers for all customers. You are encouraged to dress appropriately in order to be referred to an interview the same day if necessary.

- **Tobacco-Free Campus**

All CareerSource Polk campuses are tobacco-free. To promote a healthier environment for our employees, partners, customers and visitors in general, the use of all tobacco products is prohibited at all CareerSource Polk locations, including grounds, entrances and exits, sidewalks, parking areas, and vehicles.

- **Children are Prohibited**

In order to maintain a professional environment for our employers and job seekers, children are not permitted inside the career centers. We are happy to reschedule your appointment if necessary.



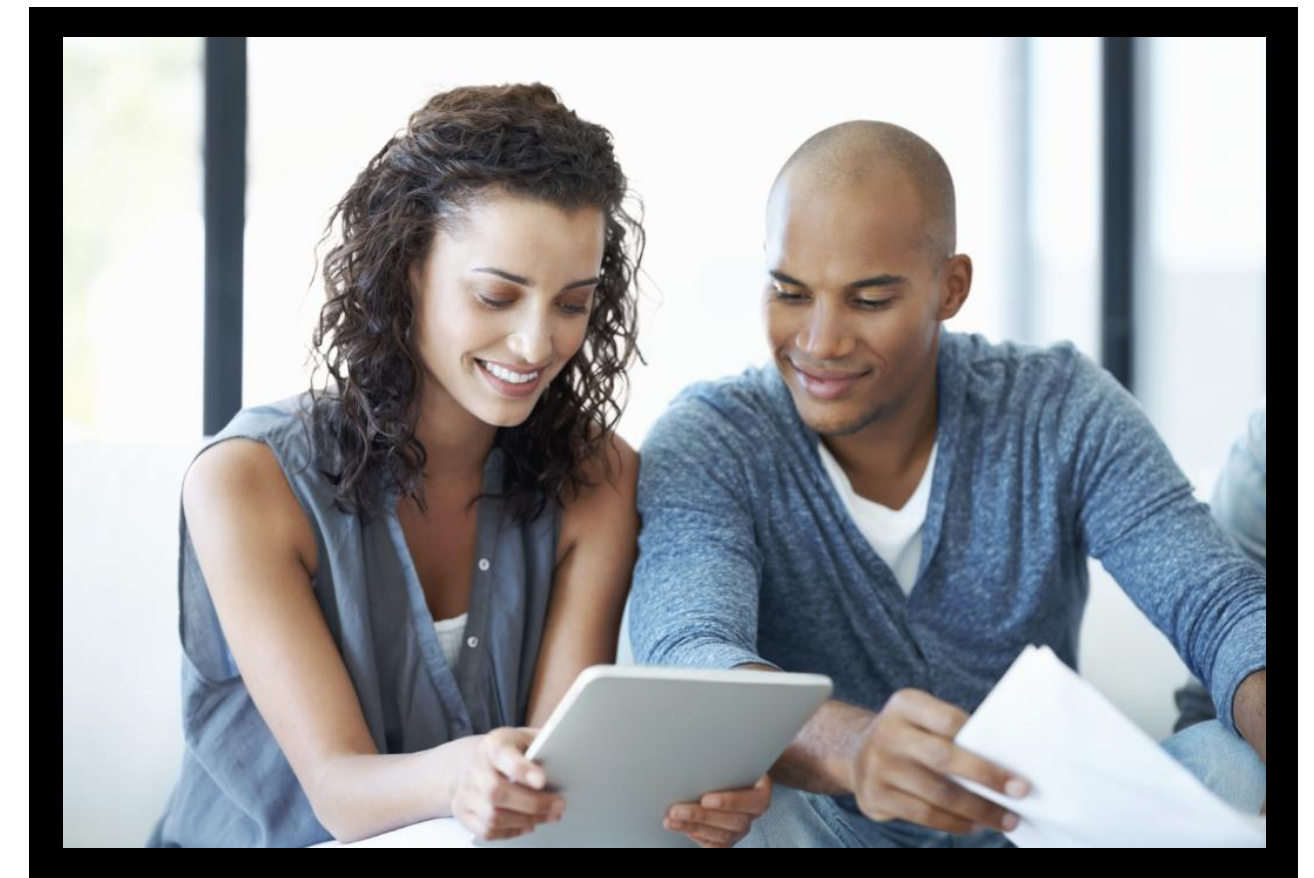
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CareerSource Polk Centers

The CareerSource Polk centers are operated through a partnership between CareerSource Polk and various service providers/partners located throughout Polk County.

Partners Available at the CSP centers:

- **AARP**
- **Vocational Rehabilitation**
- **Job Corps (Lakeland)**

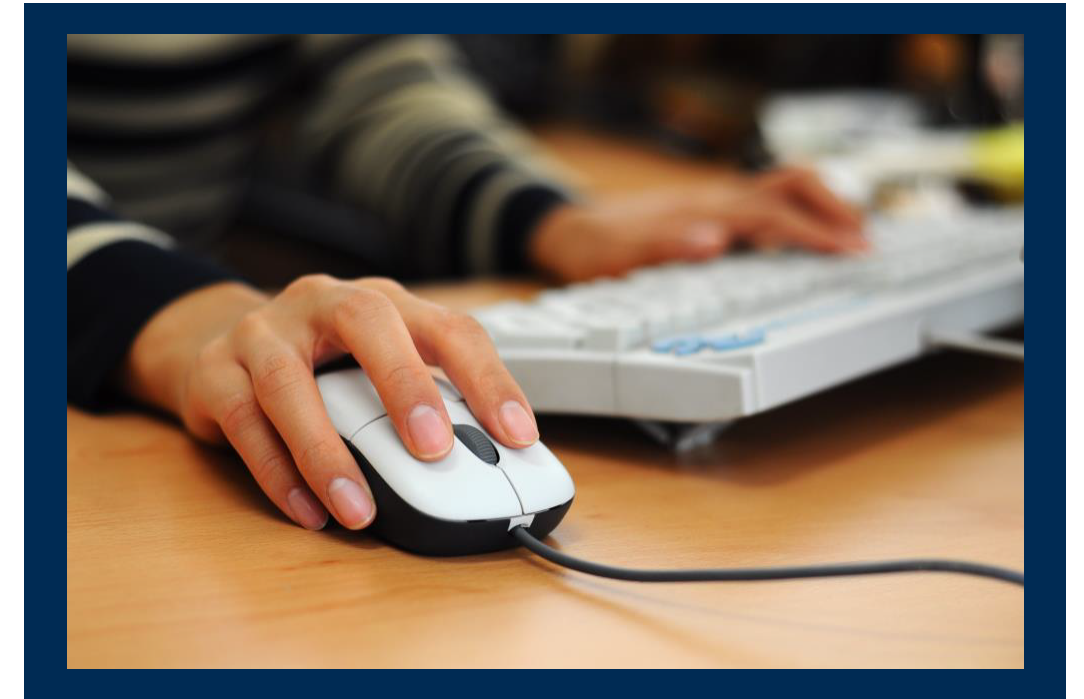


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Resource Room

At each of our offices, you will find a professional Resource Room that provides no-cost access to a variety of employment resources such as:

- **Computer and printer**
- **Fax, copier, and telephone**
- **Internet access**
- **Microsoft Office software**
- **Online resume-building tools**
- **Full-time professionals who can answer questions, provide direction, give instructions and render assistance or advice**



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Reemployment Assistance

Although CareerSource Polk is not the unemployment office, we can connect you to the Florida Department of Economic Opportunity Reemployment Assistance Office (formerly the unemployment compensation office) to file a claim.

Reemployment Assistance provides temporary wage benefits to qualified individuals who are out of work through no fault of their own.

You may use the Resource Room to file via the Internet at connect.myflorida.com or call 1.800.204.2418



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Cash/Food Stamp Assistance

**If you need to apply for cash, food stamps, or Medicaid
please contact the Department of Children and Families at 1.866.762.2237
or visit myflorida.com/accessflorida**

**CareerSource Polk cannot assist you with these services; you may
use the Resource Room to file via the Internet or call the above number.**

- **Temporary Assistance for Needy Families (TANF) for cash assistance**
- **Supplemental Nutrition Assistance Program (SNAP) for food stamps**



Job Search through EF

Once you set up an account and upload a resume in Employ Florida, you will be able to access a full range of features and services to assist in your career search.



Identify what jobs you are qualified for, how much those jobs pay, and other issues of interest. You will be able to save personal information, settings, and preferences which eliminates the need to conduct repeated searches for the same information, saving you time and effort.



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employflorida.com

Job Search through EF

Getting started on the Employ Florida is easy and will instantly connect you to thousands of jobs locally and throughout the state of Florida.

Follow these steps to create a complete profile that can be viewed by employers looking for candidates with your qualifications

Step 1: Register

Everyday thousands of job opportunities are listed in the Employ Florida (EF). By registering, you will gain access to job opportunities and find the job that is right for you.

Step 2: Resume

After you create a user name/password, uploading or creating a full resume and completing the Self Assessment profile is the best way to get noticed by an employer. Update or modify your resume every three months to maintain an “Active” status. Accurate contact information is essential so that employers may reach you.

Step 3: Recruiter

The Virtual Recruiter will alert you to jobs that match your skills and goals. To do so, conduct a job search, click “Save Search” at bottom of page, give your search a title (Example: “Welder ”), and tell EF how and when to alert you by clicking “Save.”



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download our quick guide

Workshops

Mini Workshops

Topics include: Resume writing/review assistance, Interviewing, Employ Florida (EF) basics, and Entrepreneurship.

Workshops are offered on an as need basis.

For more information speak with a CareerSource Polk specialist.



Testing & Assessments

We can also evaluate and document your knowledge and skills to support a job referral, or schedule training to help you qualify for a job.

- Test of Adult Basic Education (TABE A and D)
- Interest and Aptitude Assessment
- Typing Test
- Data Entry & 10 Key
- Computer Competency Testing
- MS Office Proficiency



Trade Adjustment Act

Trade Adjustment Act (TAA) serves individuals who have been laid off due to foreign trade.

The program may assist with:

- Job search allowance
- Relocation allowance
- Training assistance
- Income support



Young Leaders Program, Ages 16 to 24

The Young Leaders Program mission is to provide **individualized support services** helping young adults, ages 16 to 24, gain the marketable skills they need to successfully enter the workforce.

To be eligible you must meet one or more of the following:

- High-school Dropout or has not attended school for at least the most recent semester
- High-school Graduate or equivalent who is low-income and basic skills deficient; or an English language learner;
- Deficient Literacy Skills
- Subject to the Juvenile or Adult Justice system
- Homeless or Runaway
- Foster Care or Out-of-Home Placement
- Pregnant or Parenting Young Adult
- Individual with a Disability
- Low-income Individual Requiring Additional Assistance



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Program Eligibility Requirements

Young adults interested in enrolling in the Young Leaders program are required to complete the following BEFORE being determined eligible:

- Complete the Drug Screen and Background Check provided
- Take a TABE (Test of Adult Basic Education) test.
- Provide the following documents to determine eligibility:
 - o Photo ID
 - o Proof of Residence
 - o Social Security Card
 - o Birth Certificate
 - o School Verification
 - o Household Income for the last 6 Months (Paystubs/Public Assistance)



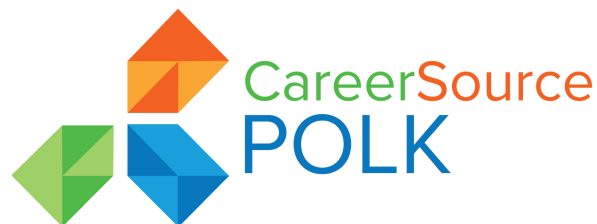
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Note: A Career Development Specialist will assist in scheduling drug screen, background check and TABE test. Exemptions can be made for those with a Bachelor/Associate Degree.

Overview of Services Offered

Opportunities available to those accepted into the CareerSource Polk Young leaders program include:

- One-on-One Job Seeker Assistance
- GED/Academic Preparation
- Financial Aid Preparation Assistance
- Job Search & Resume Assistance
- Tuition Assistance
- Career Readiness Preparation/Exploration
- Support Service Assistance
- Specialized Training Opportunities
- Paid Work Experiences & Job Shadowing
- Goal Based Financial Incentives



Ticket to Work

Individuals with disabilities who are able to work can also receive personalized job search assistance. The Ticket-to-Work program will help you to review all available options and work with employers to provide a productive work environment.

The Ticket to Work Program can help you:

- Make the choice that is right for you and explore work options
- Stay in control of your benefit choices
- Achieve greater personal satisfaction and increase your self confidence by working and gaining new skills while finding solutions that work for you
- Take advantage of the safety net. Work Incentives makes it easy for you to get back on benefits when and if needed
- Explore your work potential



Veterans

Veterans (and their spouses) may be eligible to receive additional assistance through job referrals, training and career management.

We also offer a wide range of services to veterans with barriers to employment. We collaborate with organizations to enhance job placement opportunities, including businesses, Veterans Administration medical centers, community based and civic organizations, and reserve guard units.

Eligible veterans and their spouses will be provided priority of service.



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Migrant Seasonal Farmworkers

Farmworkers who are primarily employed in agricultural labor can obtain assistance to achieve economic self sufficiency.

Our career specialists help with career guidance, testing, training, education evaluation, job referrals and other services that address their employment related needs.



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Part 2

CareerSource Polk Workforce Innovation & Opportunity Act (WIOA) Orientation



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Workforce Innovation & Opportunity Act Services

The Workforce Innovation & Opportunity Act (WIOA) is a federal law that created the Workforce System.

WIOA provides funds for training and employability development to those who are:

- Unemployed
- Underemployed
- Youth ages, 16-24, preparing to enter the workforce.



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Workforce Innovation & Opportunity Act Youth

To earn more, you must learn more

The large majority of employers require at least a high school degree or diploma. Through our Youth Services Program young adults can receive assistance with obtaining a High School Diploma or GED.

Under the Workforce Innovation & Opportunity Act we also offer a [Career Development and Training program](#) an individualized career management program that includes intensive training and tuition assistance at one of our educational partner institutions.



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Workforce Innovation & Opportunity Act

Adult and Dislocated Worker Eligibility

You may be eligible for WIOA if you:

- Have been terminated, laid off, or downsized
- Are eligible for or receiving Reemployment Assistance (RA)
- Have exhausted your Reemployment Assistance (RA) benefits
- Are currently unemployed or underemployed
- Are a homemaker who no longer receives support from another family member
- Were self employed and currently unemployed due to a natural disaster or economic conditions
- Are financially disadvantaged with low income or have a disability



Assessment Requirements

After submitting an application to the Workforce Innovation & Opportunity Act (WIOA) program, all customers seeking Occupational Skills Training (OST) assistance must take the:

- Test of Adult Basic Education (TABE) to measure academic level Career Interest (Only required for individuals with no high school diploma, GED or equivalent alternative.)
- Career Interest Assessment to measure aptitude (taken during Assessment to measure aptitude (taken during intake appointment)

Customers who have not completed High School or its alternative, will be administered the TABE as an eligibility requirement for the WIOA Adult/Dislocated Worker program.



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Exception: All customers eligible for participation through the WIOA Youth Program must complete the TABE assessment.

Workforce Innovation & Opportunity Act Services

WIOA provides 2 levels of service:

1. Career
2. Training



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Workforce Innovation & Opportunity Act Career Services

Career services are activities such as:

- Information about labor market & demand occupations
- Information about training providers & programs
- Information about WIOA and other training resources in the area
- Resume & interviewing assistance
- Testing & background checks required by training provider
- Comprehensive Skills Assessment
- Development of an Individualized Employment Plan/Career Plan
- Case Management and Support Services
- Work-Based Services (work experience or internship)



Workforce Innovation & Opportunity Act Training Services

Customers who do not obtain employment through career services may be referred to Training Services. These customers are unable to obtain or retain self sufficient employment through career services.

Training Services include:

- Occupational Skills Training (OST)
- On-the-Job Training (OJT)
- Customized/Employed Worker Training (EWT)



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Workforce Innovation & Opportunity Act Services

Additional things to understand about WIOA services:

- Must be a Polk County resident
- A once in lifetime benefit
- WIOA is not an entitlement program
- WIOA does not guarantee employment
- WIOA does not pay for training cost prior to training eligibility enrollment
- WIOA does not cover Individual Training Account (ITA) cost that are not listed on the Targeted Occupations List (TOL)
(Training Program Provider list: careersourcepolk.com)
- WIOA does not retrain because a customer wants to change careers



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Workforce Innovation & Opportunity Act Services

Customers are responsible for:

- Applying for a PELL grant, visit fafsa.ed.gov
- Attending scheduled appointments and achieve long and short term goals developed in career plan
- Completing Career Exploration for the training and the school of choice
- **Maintaining monthly contact with the Career Specialist**
- **Maintaining quarterly contact with the Career Specialist after training for one year**



Workforce Innovation & Opportunity Act Services

To ensure the quickest processing of your application, please bring the documents indicated on the Documentation Checklist.

View the Documentation Checklist below for more details:

Document Checklist



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Workforce Innovation & Opportunity Act Services

Your Next Steps:

- Collect all of your eligibility documentation
- Schedule Assessment
- Attend Registration appointment with Career Center Staff



We have locations in Lakeland and Winter Haven

Lakeland

**309 N. Ingraham Avenue
Lakeland, FL 33801**

Winter Haven

**500 E. Lake Howard Drive
Winter Haven, FL 33881**

Career Development Orientation Attestation

I have viewed and understood the information provided on the automated Career Development orientation for the CareerSource Polk centers

Name

Signature

Date



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