



# My CareerSource Polk Scholarship & Training Orientation!

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# My CareerSource Polk Scholarship



## Welcome to the My CareerSource Polk Scholarship and Training Orientation!

CareerSource Polk (CSP), through the Workforce Innovation Opportunity Act (WIOA), provides scholarship opportunities to eligible individuals.

### **Gaining education and training in targeted occupations and industry sectors under the Workforce Innovation and Opportunity Act (WIOA) seeks to:**

- Prepare YOU for jobs that are in high demand, increasing YOUR chances of employment.
- Lead to occupations that offer higher wages and better job stability
- Significantly improve the economic prospects of YOU and YOUR family.
- Increase YOUR opportunity to transition from entry-level positions to more advanced roles.
- Provide pathways out of poverty and into careers by accelerating learning programs that help YOU improve basic skills, obtain secondary credentials, and gain occupational skills.

# Orientation Overview

- What is the Workforce Innovation and Opportunity Act (WIOA)?
- What assistance is available to me if I am selected to receive a My CareerSource Polk Scholarship through CareerSource Polk?
- What selection criteria and considerations are used to determine if I will receive a scholarship?
- What are my responsibilities and obligations if selected to receive a My CareerSource Polk Scholarship?
- What are the steps I need to follow to apply for a My CareerSource Polk Scholarship.



# Workforce Innovation & Opportunity Act

## WHAT IS WIOA?

The Workforce Innovation and Opportunity Act (WIOA) is a federal law aimed at helping individuals secure careers in high-skill, high-wage occupations.

The objectives of CareerSource Polk (CSP) and WIOA include enhancing workforce quality, reducing welfare dependency, boosting economic self-sufficiency, meeting employer skill requirements, and improving the productivity and competitiveness of both the local area and the nation.



# CSP Assistance

## WIOA provides 2 levels of service:

1. Career Coaching
2. Scholarships & Training

**Career Coaching** services consists of three unique types of assistance and engagement:

1. Basic Career Coaching
2. Individualized Career Coaching
3. Follow-Up



# Career Coaching

Career coaching services consists of three unique types of assistance and engagement:

## 1. Basic Career Coaching

- Selection determination to receive basic WIOA career coaching through CSP
- Introduction to information and other services available through CSP
- Initial assessment of an individual's skills
- Job search and placement assistance

# Career Coaching

1. Individualized Career Coaching:
  - Assessing the skill levels and service needs of interested adults and dislocated workers.
  - Developing personalized employment plans that outline employment goals and achievement objectives for selected individuals.
  - Providing employment-related coaching and career planning assistance.
  - Offering short-term pre-vocational opportunities, internships, and work experience activities that are connected to career paths.

# Career Coaching

## 1. Follow-Up Services:

- Selected scholarship and training recipients gain access to CSP career coaching services for a minimum of 12 months after securing employment.
- These services may include counseling to address workplace challenges and reconnecting individuals with CSP services as needed.





# Scholarships & Training Services

My CareerSource Polk Scholarship and Training Services include:

- Job and work readiness training
- Occupational skills training
- On-the-job training
- Registered apprenticeships
- Employed Worker Training

# Scholarships & Training Services

## Scholarships & Training Services:

- Education providers and their training programs must be locally approved and focused on in-demand or targeted occupations in the area.
- Training programs must be full-time and listed on the Local Targeted Occupations List to qualify for scholarship coverage.
- CSP cannot reimburse scholarship recipients for tuition, fees, or books that have already been paid to the school or purchased.

# Scholarships & Training Services

## Scholarship & Training Services:

- CSP cannot cover the cost of prerequisite classes or general education requirements.
- Scholarships do not include expenses for training vendor or entrance exams.
- Training programs must be completed within two years, unless there are special circumstances that preclude one from doing so.
- WIOA scholarships through CSP have a maximum cap of \$15,000 (depending on the program), which typically can be utilized over a period of up to two years.

# Selection Criteria

## General Selection Criteria:

- 18 years of age or older
- Meet U.S. citizenship requirements/authorization to work or hold a permanent resident card in the U.S.
- Meet selective service registration requirements (for men born after December 31, 1959).

# Selection Criteria & Considerations

If you meet the general selection criteria, you must also fulfill one of the targeted selection criteria for either **Adult or Dislocated Worker**.

## Suitability Matters

The My CareerSource Polk Scholarship & Training selection process goes beyond general and targeted criteria. In addition to meeting these criteria, CSP evaluates an individual's suitability, determining if the choice is right or appropriate for the person, purpose, or situation. This assessment includes their ability to successfully complete the training and secure employment in the related field.



# Adult Selection Criteria

To be selected for a scholarship under the Adult criteria, you need to meet at least one of the four criteria listed in this section.

**Please Note:** Priority for scholarship selection under the Adult criteria is given to low-income veterans and their spouses, recipients of public assistance, other low-income individuals, and those who are basic skills deficient.

Once all interested individuals with these characteristics have been screened and/or selected, CSP will then consider individuals who fall below regional self-sufficiency income levels.

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This chart outlines the My CareerSource Polk Scholarship income guidelines for Adult selection.

Priority is given to individuals whose total gross family income does not exceed the amount in the 'Service Priority' column, calculated by doubling the past six months of income.

CSP will only consider individuals whose total gross family income falls below the 'Below Self-Sufficiency' column when possible, using the same calculation method.

2025 Poverty Guidelines for Polk			
Family Size	Adult Service Priority 70% LLSIL METRO (Family income not to exceed)	Adult Service Priority 100% LLSIL METRO (Family income not to exceed)	Adult Service Below Self-Sufficiency 200% LLSIL METRO (Family income below)
1	\$15,650	\$16,911	\$33,822
2	\$21,150	\$27,709	\$55,418
3	\$26,650	\$38,301	\$76,062
4	\$32,150	\$46,953	\$93,096
5	\$37,650	\$55,415	\$110,830
6	\$43,150	\$64,811	\$129,622
7	\$48,650	\$74,207	\$148,414
8	\$54,150	\$83,603	\$167,206

# Adult Selection Criteria

- An individual who:
  - ✓ Receives or is a member of a family that receives food stamps OR
  - ✓ Has received in the past 26 weeks (6 months) prior to application, or is a member of a family that has received during the past 6 months
- An individual whose:
  - ✓ Total gross family income during the past 26 weeks (6 months) multiplied by two does not exceed the higher of 100% of the poverty line or 70% of the Lower Living Standard Income Level (LLSIL). See chart on previous slide.

# Adult Selection Criteria

- An individual who:
  - Is homeless and lacks a fixed, regular, and adequate nighttime residence, which may include:
  - Whose family income does not meet income eligibility criteria but whose individual income meets the low-income criteria.
  - Sharing housing with others due to loss of housing, economic hardship, or similar reasons
    - Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations
    - Residing in an emergency or transitional shelter
    - Being abandoned in a hospital
    - Awaiting foster care placement
    - Having a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans beings
- An individual who:
  - Has a disability
  - Whose family income does not meet income eligibility criteria but whose individual income meets the low-income criteria.

# Dislocated Worker Selection Criteria

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# Dislocated Worker Selection Criteria

- **An individual who has been:**
  - Terminated or laid off, or has received a notice of termination or layoff from employment, AND
  - Is eligible for or has exhausted unemployment compensation (UC), AND
  - Is unlikely to return to the previous industry or occupation.
- **An individual who has been:**
  - Terminated or laid off, or has received a notice of termination or layoff, AND
  - Employed for a sufficient duration (a minimum of 6 consecutive weeks) to demonstrate workforce attachment, BUT
  - Is not eligible for unemployment compensation (UC) due to insufficient earnings or the employer not being covered under State unemployment compensation (UC) law, AND

# Dislocated Worker Selection Criteria

➤ **An individual who has been:**

- Terminated or laid off or has received notice of termination or layoff from employment due to a permanent closure, or substantial layoff at a plant, facility, or enterprise.

➤ **An Individual who has been:**

- Who has been given a general announcement from their employer that the facility will close within 180 days.

➤ **An individual who was:**

- Previously self-employed (including farmers, ranchers, and fishermen), BUT
- Is currently unemployed due to general economic conditions in their community of residence OR because of a natural disaster

➤ **Military Assignment - An individual who is:**

- Is the spouse of a current member of the military who was forced to leave their employment to follow their spouse due to a change in military assignment.

# Dislocated Worker Selection Criteria cont...

➤ **Military Assignment - An individual who is:**

- Is a former member of the military who was discharged from the armed forces under honorable conditions AND did not retire from the military

➤ **Displaced Homemaker – An individual who:**

- Provided unpaid services to family members in the home, AND
- Was dependent on the income of another family member, BUT
- Is no longer supported by that income, AND
- Is unemployed or underemployed, AND
- Is experiencing difficulty in obtaining or upgrading employment.
- This includes dependent spouses of Armed Forces members on active duty whose family income is significantly reduced due to deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of a service member.

# Responsibilities & Obligations

## **Upon receipt of a CSP MyCareerSource Polk Scholarship you must:**

- Maintain monthly contact with your assigned Career Development Specialist and submit proof of attendance.
- Submit a copy of your grades and registration information for each term.
- Apply for the PELL grant and submit a copy of any other financial aid received annually.
- Maintain an overall GPA of 2.0 or higher throughout the duration of training (both term/semester and cumulative).
- Provide copies of all earned credentials to your assigned Career Development Specialist.
- Inform your Career Development Specialist upon securing employment and provide details (company name, job title, rate of pay, etc.).
- Respond to all follow-up contacts from CSP once your training is completed and you have gained employment.

# Next Steps

1. Finish viewing this My CareerSource Polk Scholarship & Training Orientation.
2. Then if interested, submit a My CareerSource Polk Scholarship Application and complete the needed assessments.
3. Register or renew your Employ Florida profile at [www.employflorida.com](http://www.employflorida.com)
4. Select a locally-approved education provider and training program
5. Apply for PELL grant (if school/program is PELL eligible)
6. Complete any required assessments (i.e., Test for Adult Basic Education)
7. Be invited to meet one-on-one with a CSP Career Development Specialist to complete an application and present verifying documentation
8. Attend all scheduled appointments for successful completion of the scholarship process



# Workforce Innovation & Opportunity Act

## *Additional information to understand about My CareerSource Polk Scholarship Program funded by WIOA:*

- 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)
- WIOA does not retrain because a customer wants to change careers

Scan to view Training Program Providers



# Workforce Innovation & Opportunity Act

## *Customers are responsible for:*

- Applying for a PELL grant, [visit https://studentaid.gov/](https://studentaid.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

To ensure the quickest processing of your application, please bring the documents indicated on the Documentation Checklist, accessible at <https://cspolk.info/wioa-list>

# Workforce Innovation & Opportunity Act

## *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:**

- CASAS test to measure academic level Career Interest.
- Career Interest Assessment to measure aptitude (taken during initial appointment).

**FOR CDL ONLY:** Customers who have not completed High School or its equivalent, will be administered the CASAS as an eligibility requirement for the WIOA Adult/Dislocated Worker program.

**Exception: ALL customers eligible for participation through the WIOA Youth Program must complete the CASAS assessment.**

# Workforce Innovation & Opportunity Act

## *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)



# Workforce Innovation & Opportunity Act

## Career Development Orientation Attestation Statement

**ACCESS, SIGN, DATE & SAVE THE ATTESTATION  
STATEMENT**

Orientation Attestation form

You will need to upload the Attestation page in the  
My CareerSource Polk Scholarship Intake Application



# Thank You & Good Luck!

Thank you for taking the time to view the My CareerSource Polk Scholarship & Training Orientation.

We look forward to working with you as you take the next important steps towards a brighter future.



My CareerSource Polk Scholarship

**[Apply for My CareerSource Polk Scholarship HERE](#)**

CareerSource Polk is an equal opportunity program. Auxiliary aids and services are available upon request by individuals with disabilities via the Florida Relay System at 711