



CareerSource Polk WIOA Orientation

A proud partner of the  American Job Center network

Part 1

CareerSource Polk Center Orientation



Mission

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



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

Davenport Youth Location

8 W. Palmetto Street
Davenport, FL 33837



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.

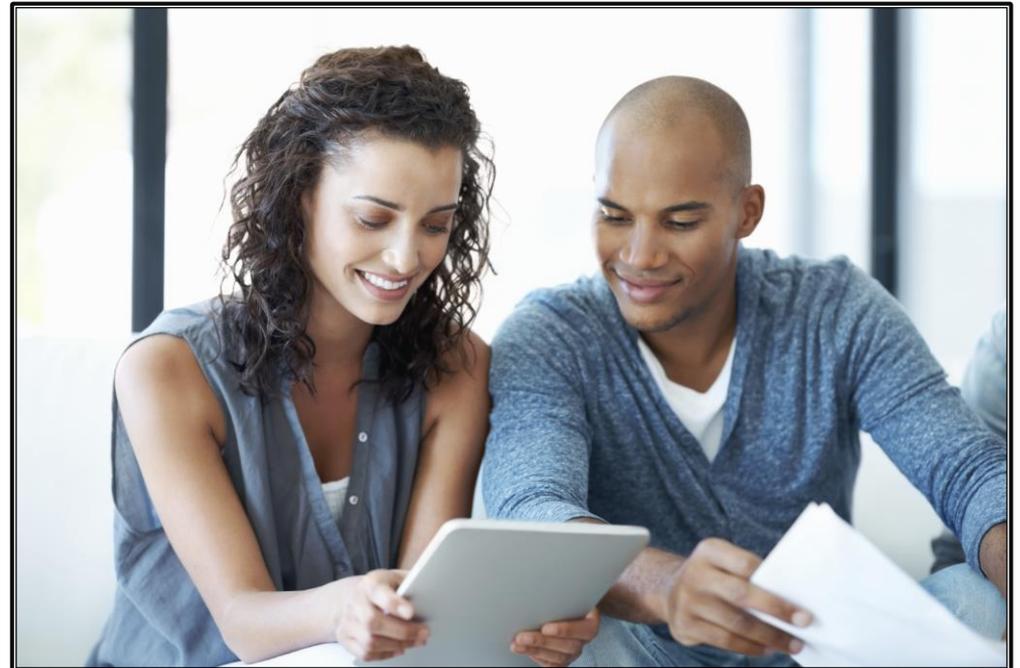


CareerSource Polk Centers

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



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**



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**.



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.



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**

Every day 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.”



employflorida.com

Workshops

Mini Workshops

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

View the CareerSource Polk Calendar of Events for dates and locations below:

[Calendar of Events](#)



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) 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

(preference is given to young adults 18+)

The Young Leaders Program mission is to provide **individualized support services** helping young adults ages 16-24 gain the marketable skills they need to successfully enter the workforce. In School (ISY) and Out of School Youth (OSY) are eligible to participate in the Young Leaders Program (based on funding).

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

- High-school Dropout
- Deficient Literacy Skills
- English Language Learner
- Homeless, Runaway, or Foster Child
- Pregnant or Parenting Young Adult
- Lack Necessary Work Readiness Skills
- Identified Disability or Individual Needing Additional Assistance

Opportunities available to those accepted into the program include:

- Company & College Tours
- Career Readiness Preparation and Exploration
- Goal Based Financial Incentives
- Tutoring & GED-HS Diploma Prep
- SAT/ACT Registration Assistance
- Community Service
- Interview Skills & Job Search
- Paid Work Experience
- Job Shadowing
- One on One Job Seeker Assistance
- Financial aid preparation assistance
- Tuition assistance



Program Eligibility Requirements

Young adults interested in being considered to participate in the Young Leaders program are required to do the following **BEFORE** acceptance to the program:

- Drug Test + Background Screen
- Take TABE (Test of Adult Basic Education)
- Complete an Interest Application and provide:
 - Photo ID
 - Proof of Residence
 - Social Security
 - Birth Certificate
 - School Verification
 - Last 6 Months of Income (Household/Public Assistance)



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.**



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.

Part 2

CareerSource Polk Workforce Innovation & Opportunity Act (WIOA) Orientation

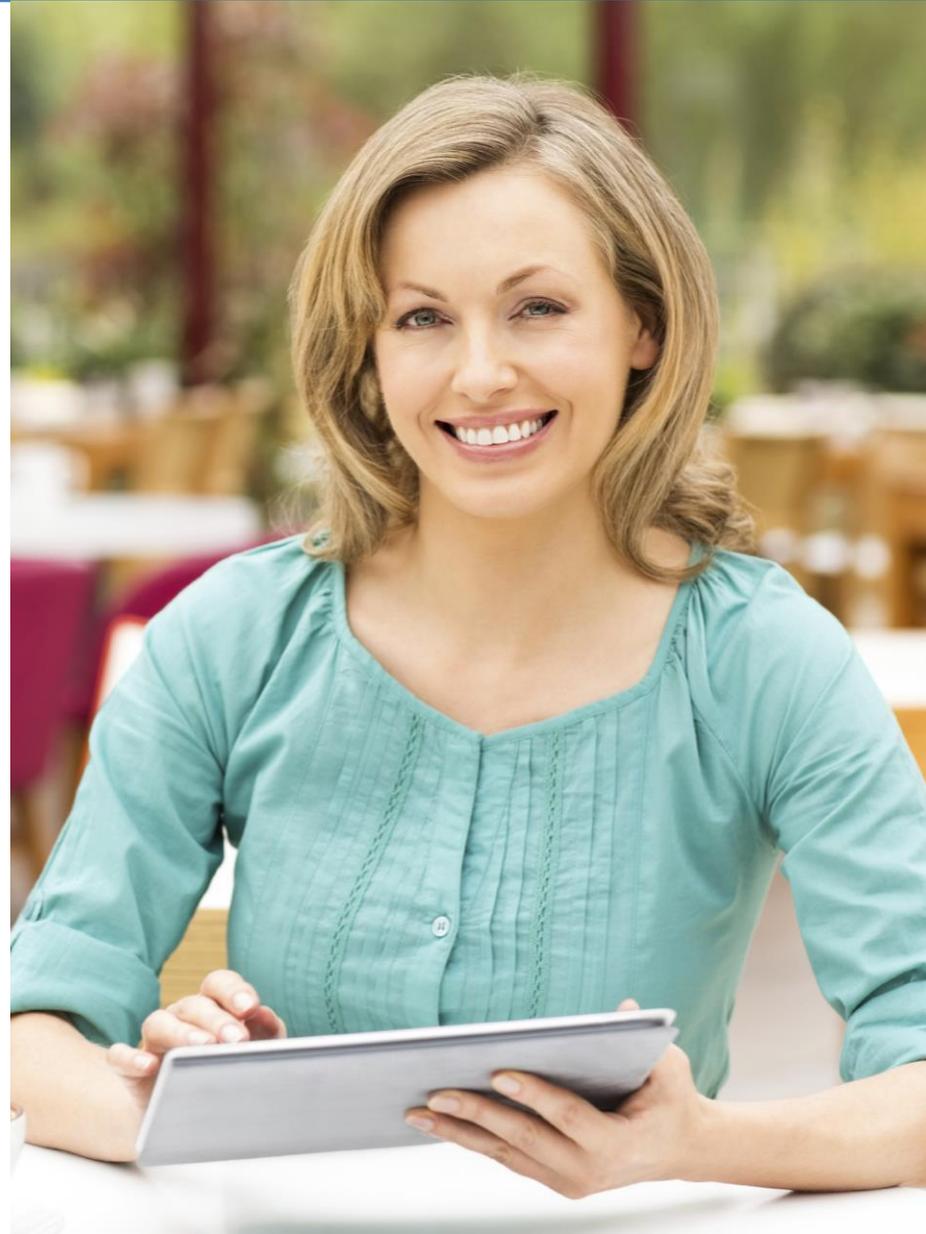


WIOA Services

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 and
- Youth ages 16-24 preparing to enter the workforce.



WIOA 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.



WIOA Adult and Dislocated 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 (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 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 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.

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



WIOA Services

WIOA provides 2 levels of service:

- 1. Career**
- 2. Training**



WIOA 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)

WIOA 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 includes:

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

WIOA 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



WIOA Services

Customers are responsible for:

- Applying for a PELL grant. 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

WIOA 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](#)



WIOA 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

309 N Ingraham Ave.
Lakeland, FL 33801

500 E Lake Howard Dr.
Winter Haven, FL 33881

8 W. Palmetto St.
Davenport, FL 33837



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

