Workforce Innovation and Opportunity Act (WIOA)

ORIENTATION FORM

Purpose of WIOA: WIOA stands for the Workforce Innovation and Opportunity Act. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA provides for a workforce system that is universally accessible (generally through the One-Stop Delivery System or American Job Centers), customer centered, and training that is job-driven. WIOA provides enhanced access and flexibility for work-based training options, such as Registered Apprenticeships (RA), On-the-Job Training (OJT), Transitional jobs, customized training, and incumbent worker training.

Levels of Participation: Levels of participation are categorized as "Career Services". There are three (3) types of "career services": Basic Career Services, Individualized Career Services, and Follow-Up Services. These services can be provided in any order; there is no sequence requirement for these services. ***(See career services categories **)***

Purpose of Assessment: As part of Services, you were given the opportunity to participate in a career/job exploration and counseling process. This Self-Assessment process was designed to help identify interests, abilities, and potential training benefits. In certain instances a more comprehensive assessment **May Be** necessary later.

Availability of Support Services: Assistance may be available through the services offered by partnering agencies within the One-Stop Career Center or American Job Centers, based on individual need and availability.

Financial Assistance: Prior to approval for training services, you must apply for FAFSA and provide documentation that it has been completed. WIOA does not pay you directly. In the event that you qualify to receive training services, tuition, training related books and equipment may be provided through WIOA funds. Other funding sources such as Pell Grant, Federal & State Grants, etc. must be accessed before WIOA funding is committed.

Grievance Procedures: Participant Rights have been explained to you and a copy of the "Participant Rights Handout" has been given to you.

Follow-up Assistance: Upon completion of career services, you will receive placement and follow-up assistance. Follow-up assistance will last for a period of **12 months** after you have completed the WIOA program services.

***** Basic Career Services*** *Basic Career Services may include a determination of eligibility to receive assistance from the adult, dislocated worker, or youth programs; outreach, intake, and orientation to information and other services available through the One-Stop Delivery System or American Job Center; initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs; Labor Exchange services to include job search and job placement assistance, provision of information on in-demand industry sectors and nontraditional employment; Referrals to and coordination of activities with other programs and service partners, provision of performance information and program cost information on eligible training providers; provision of local area performance; provision of local area supportive service policies and procedures; assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and provision of information and assistance regarding filing claims under UI programs.*

*** ***Individualized Career Services*** *Individualized Career Services may include comprehensive and specialized assessments of skill levels and service needs of individuals; development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the individual to achieve his/her goals; group and/or individualized counseling and mentoring; career planning (case management); short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training; internships and work experiences that are linked to careers; activities that help acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, necessary for successful transition into and completion of postsecondary education, or training, or employment; financial literacy services; out of area job search assistance and relocation assistance; and English language acquisition and integrated education and training programs.*

*** ***Follow-Up Services*** *Follow-Up Services may include regular phone contact and counseling about the work place once employment has been obtained. Follow-Up Services must be provided as appropriate to participants who are placed in unsubsidized employment for a full 12-months after the first day of employment.*

WIOA Orientation Date:	_____

I certify that I have received a WIOA Orientation and a copy of this handout from a representative of the Lower Savannah Workforce Investment Area and understand the items mentioned above. I agree to participate in the **12-month follow-up assistance** after my exit from the WIOA program. I further understand that this signed document will become part of my Official WIOA file.

Participant Signature	Participant's Printed Name	Date SIGNED
Guardian Signature (If Youth under 18yrs old)	Guardian's Printed Name	Date SIGNED
WIOA Staff Signature	WIOA Staff Printed Name	Date SIGNED