



## Workforce Innovation and Opportunity Act (WIOA)

*Helping people  
become competitive  
to achieve work!*

# Why WIOA?

**Please Note:** WIOA is a case management program and requires your **collaboration** with a career counselor.

- **It is not job placement.** We cannot schedule a job or interview for you. We can recommend you to companies and events in our network and support you to improve your chances of an interview.
- **“Support Services” are not available on their own, only as part of a work plan.** To receive funding supports for books, degree evaluation, or gas, you must participate in case management and employment/training activities.

## Why Apply to the WIOA Program?

- Individual Career Planning
- Financial assistance for short-term certification training
- May be eligible for On-the-Job Training experiences or paid internships, when available
- Support Services: Supports such as degree evaluation, exam fees, books or tools for work or training

## General Services are available to everyone! WIOA Case Management requires the application.

### Do Not Be Confused:

There are **many** Virginia Career Works Services that you **can access even if you do not apply.**

Here are some services you can access without an application:

- Individual resume coaching appointment
- Individual interview preparation and practice
- Speak with a career counselor or employment specialist
- Use computers, copiers, and equipment to look for work at any of the Virginia Career Works Centers.
- Attend classes, workshops, job fairs, and hiring events at no cost



You can begin your job search right away by registering for an appointment or walking into a Center for help.

**We recommend you start these tasks while waiting for your WIOA application to process!**

# How WIOA helps you become *Work-Ready*



## Career Guidance

- Career Assessment: What job is good for me?
- Interview Preparation
- Resume Review
- Company Referrals
- Career Assessments
- Labor Market Review



## Skills and Certifications

- Training and Credentials



## Support Services

- Books
- Exams
- Tools
- Uniforms



## Employment!

- Referrals to paid internships or on-the-job training when available
- Get recommended to companies
- Job retention coaching



# Who will be the first?

## Eligibility – Adult and DW

- Age (18+)
- Right to Work

## Adult

- Documents: Public Assistance or Low-Income make you a priority
- They may ask for your Family size

## WIOA Youth Program

- Age (17-24)
- Not currently enrolled in high school or college
- Additional barrier to employment

# Is WIOA Right for You?

Be sure WIOA fits your goals before you apply.

If you answer “**No**” to these questions, WIOA case management **may not** be a good match.

*If WIOA Case Management is not right for you, you can still participate in career services that do not require an application!*

## Does this sound like you?

- You are ready to work now, or within the next 2 months
  - You speak sufficient English to participate in a training course and communicate without an interpreter
  - You are willing to complete an application and share work authorization and income documents with us
  - You are willing to complete a career assessment and attend a workshop on how to improve your resume and interview skills
  - You are willing to communicate with an employment case manager **at least monthly**, and follow up with updates for a year after you get a job
  - You have time to seek skilled employment (not retail or Uber/Lyft):  
Sometimes, people need income immediately. If your goal is immediate income no matter the job, our center services can help you more quickly without case management. Case Management is for finding or becoming prepared for work with a good wage and career opportunity.
- Tip: If you see job descriptions that you want to apply for that require or prefer a certification that you do not have, even though you have the rest of the experience and requirements – WIOA may be a good fit for you.

## WIOA is NOT a Staffing Agency: What's the Difference?

- **WIOA** cannot give you a job directly or schedule an interview on your behalf. We support you with guidance, training funding, and recommend you to companies to help your United States job search to be more effective.
- At a **Staffing Agency**, you interview with a recruiter who is connected to multiple companies that pay them to find candidates to hire. If you are picked, they will assign you to a worksite or an interview with another company. They may have short-term or long-term jobs.
- You can apply on your own to Staffing Agencies in addition to WIOA, and we encourage you to do so. You do not need to be enrolled in WIOA to work with a staffing agency. Google “Staffing Agencies near me” to get started.

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## Are you Interested in Training?

- **WIOA Can Only Pay for Short-Term Training, Not College Degrees.** WIOA can pay for short-term training only (for example between 2 days – 6 months). The training must result in a certification or credential. The limit may be \$3,500 per person, if funding is available.
- **In some cases, it will make it faster to get a job if you get a certification in a topic you already have experience in.** Some examples are:
  - Certified Medical Assistant, Phlebotomist, or Medical Technician
  - Quickbooks, Human Resources Management Certification
  - Project Management
  - CompTIA A+, Network+, CCNA, and other IT certifications
- **Other trainings can help you to change careers quickly, even without prior experience:** Some examples are:
  - CPR certification, Certified Nursing Assistant, Medication Technician
  - Administrative Assistant certification
  - CDL Driving
  - Trades like electrician, plumbing, construction, and HVAC



To learn more, there is an information session every week to ask questions.



## About Training: Be Aware

- **Training funding is not automatic for all WIOA applicants.** Training may be approved for you if it will make it more likely for you to get work and matches your capabilities and the job market need. For example, companies are not likely to hire IT candidates who have a certification but no experience. Therefore, only individuals with existing IT experience are encouraged to do IT training.

WIOA is an employment program. Training funds are available in situations and industries where training will lead to a job.

- **WIOA does not teach or organize the trainings. If approved, WIOA will pay the fee directly to a training institution that is on our approved list.** We can only pay for trainings that have been approved by the State, so your desired training topic or school may not be on the list.

To browse the eligible programs, visit <https://vawc.virginia.gov/> > Training Services > ETPL Approved.

# WIOA Adult/DW Flow of Services



# Apply Today!

## Three Simple Steps

1. Register for an Eligibility Appointment
2. Complete WIOA Application and Gather Eligibility Documents

(SAVE - DO NOT EMAIL UNLESS REQUESTED.  
This is for your own security.)

3. Attend Eligibility Screening

[VCWNorthern.com/WIOA](http://VCWNorthern.com/WIOA)





Questions<sup>o</sup>