

The Lower Shore Workforce Investment Act Adult Program

Which Path Is Right For You?

Career Development services are offered to job seekers who need new skills for entering or re-entering the workforce.



Short-term services to update or enhance skills in a variety of subjects, including:

- * resume writing
- * successful interviewing
- * job search/ job club
- * basic computer operation

For eligible Adults and Dislocated Workers who are in need of new skills for entering or re-entering the workforce. Training focuses on high-demand industry sectors in Somerset, Wicomico, and Worcester counties.

PROGRAM APPLICATION STEPS

Step 1 - Complete Maryland Workforce Exchange (MWE) Job Search and Job Search Activities

Maryland's premiere job search database is an easily accessible resource for area employment opportunities. Information available is a good starting point for making necessary job contacts on the road to employment! Enrollment is quick and posting a resume could not be easier. Maryland Workforce Exchange (www.mwejobs.com) is accessible on any computer that is connected to the internet. For those individuals who are not computer savvy, knowledgeable staff is available for assistance both in the One-Stop Job Market and onboard the Mobile One-Stop Unit. After enrollment into the MWE system (including posting your resume), it is required that a **minimum of 2 employment contacts be made per week for a minimum 4 weeks**, before advancing on to the next step in the process. You must fully complete the Maryland Workforce Exchange registration process and job search activities in order to be scheduled for WIA Orientation.

Step 2 - Complete Workforce Investment Act (WIA) Orientation to Services

Conducted by WIA Staff and held at the One-Stop Job Market, "Orientation to WIA Services" is a brief informational session highlighting available services, the application process, eligibility determination, assessment information, and approved courses. You must be registered to attend this event!

Step 3 - Complete Career Scholarship Application and Labor Market Research

The Career Scholarship Application is designed to help you make an informed decision about your training request. You'll be researching current labor market demands for your occupational interest and contacting local employers to obtain information on hiring practices and conditions. The Career Scholarship must be completed in its entirety and returned to the Career Counselor for review. *Completion of the Career Scholarship Application does not guarantee funding for training.*

Step 4 - Meet with Career Counselor to develop a Customized Training Solution

Knowledgeable and friendly staff will meet with you to determine the available options that will put you on a path headed toward career success. Options may include remedial education, short-term skill enhancement or training/retraining for new occupational skills. *Assessment of basic reading and math skills are a pre-requisite for occupational skills training.*

***** If approved for Occupational Skills Training-**

All of the above training requirements must be completed at least 2 weeks before training course begins

Training scholarship availability is subject to change and is contingent upon funding, occupational demand by the labor market, and training vendors. Training scholarship awards are targeted toward those individuals who are most in need.



Income Eligibility Guidelines

These income guidelines are subject to change. The specific income levels used for program eligibility will be determined at the time of certification

INCOME ELIGIBILITY GUIDELINES				
	WIA Adult 125%		WIA Youth 100%	
Family Size	Annual	Semi—Annual	Annual	Semi-Annual
1	13,538	6,769	10,830	5,415
2	18,213	9,106.5	14,570	7,285
3	22,888	11,444	18,326	9,163
4	27,563	13,782	22,623	11,312
5	32,238	16,119	26,697	13,349
6	36,913	18,457	31,222	15,611
7	41,588	20,794	35,747	17,874
8	46,263	23,132	40,272	20,136
Over 8 add	4,675	2,337.5	4,525	2,262.5

Policies for Training - through the Workforce

- Must appear on the approved training list
- In one employable skill only. (One-time training)
- Cannot exceed two years.
- Does not include correspondence courses.
- Cost of the training cannot exceed \$8,900.00



Occupational training funds for Lower Shore residents are now available to applicants with college or advanced degrees!!



917 Mt. Hermon Road
Salisbury, MD 21804
410-341-6515

www.onestopjobmarket.com



Certificate (1 Year)

Accounting
Computer Aided Drafting
Criminal Justice
Early Childhood Education
Electronic Engineering Technology
Hotel-Motel Restaurant Management
Licensed Practical Nurse
Manufacturing Engineering Technology

Associate Degree (2 Years)

Accounting
Chemical Dependency Counseling
Criminal Justice
Early Childhood Education
Electronic Engineering Technology
Hotel-Motel Restaurant Management
Manufacturing Engineering Technology
Nursing
Radiological Tech

Non-Credit

Air Conditioning and Refrigeration
Class A Commercial Driver's License
Class B Commercial Driver's License
Health Assistant Training (HAT)
Phlebotomy Skills
Certified Nursing Assistant
Child Care Training
Dental Assisting
Medical Coding and Billing

Available Course selections must appear from the Locally Approved Training Course List. The list is based on occupational employment demand for the Lower Shore Area - Somerset, Wicomico, and Worcester Counties.

REQUIRED DOCUMENTS FOR ENROLLMENT

- ✓ Social Security Card
- ✓ Proof of Address
- ✓ Birth Certificate
- ✓ Driver's License
- ✓ Proof of family income for the past 6 months
- ✓ DD214 if you are a veteran
- ✓ Proof of TCA/ food stamps if you are receiving them
- ✓ Proof of Family Size

*** BACKGROUND CHECK REQUIRED FOR ALL PROGRAMS ***