



Career Development (WIA) Orientation

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

Funded by the Florida Agency of Workforce Innovation
through the Polk County Workforce Development Board

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (via the Florida Relay Service) 711. Member Employ Florida



Polk Works One-Stop Centers

TTY: (via the Florida Relay Service) 711

One Stop - Winter Haven

500 East Lake Howard Drive

Winter Haven, FL 33881

(863) 508-1100

(863) 508-1110 fax

One Stop - Lakeland

309 North Ingraham Ave.

Lakeland, FL 33801

(863) 508-1100

(863) 603-7817 fax

Office Hours: Monday – Friday 8:00 am – 5:00 pm

www.polkworks.org

Job Seeker Services

Employment at Self-Sufficiency
Wage



Employer Services

Workforce Development for
Future and Incumbent Staff

Outreach

Office and Mobile One Stop
Educational locations
REACT Events

Career Resource Room (WP)

Reemployment Services (RE and
REA)

Career Development (WIA)

Displaced Homemaker (DHP)

Welfare Transition (WT)

Food stamp Employment and
Training (FSET)

Veteran Services

Trade Act (TAA)

ETAM

Ticket to Work

Farm workers

Candidate Recruitment and
Screening

Employed Worker Training
Funds

Reemployment & Emergency
Assistance Coordination

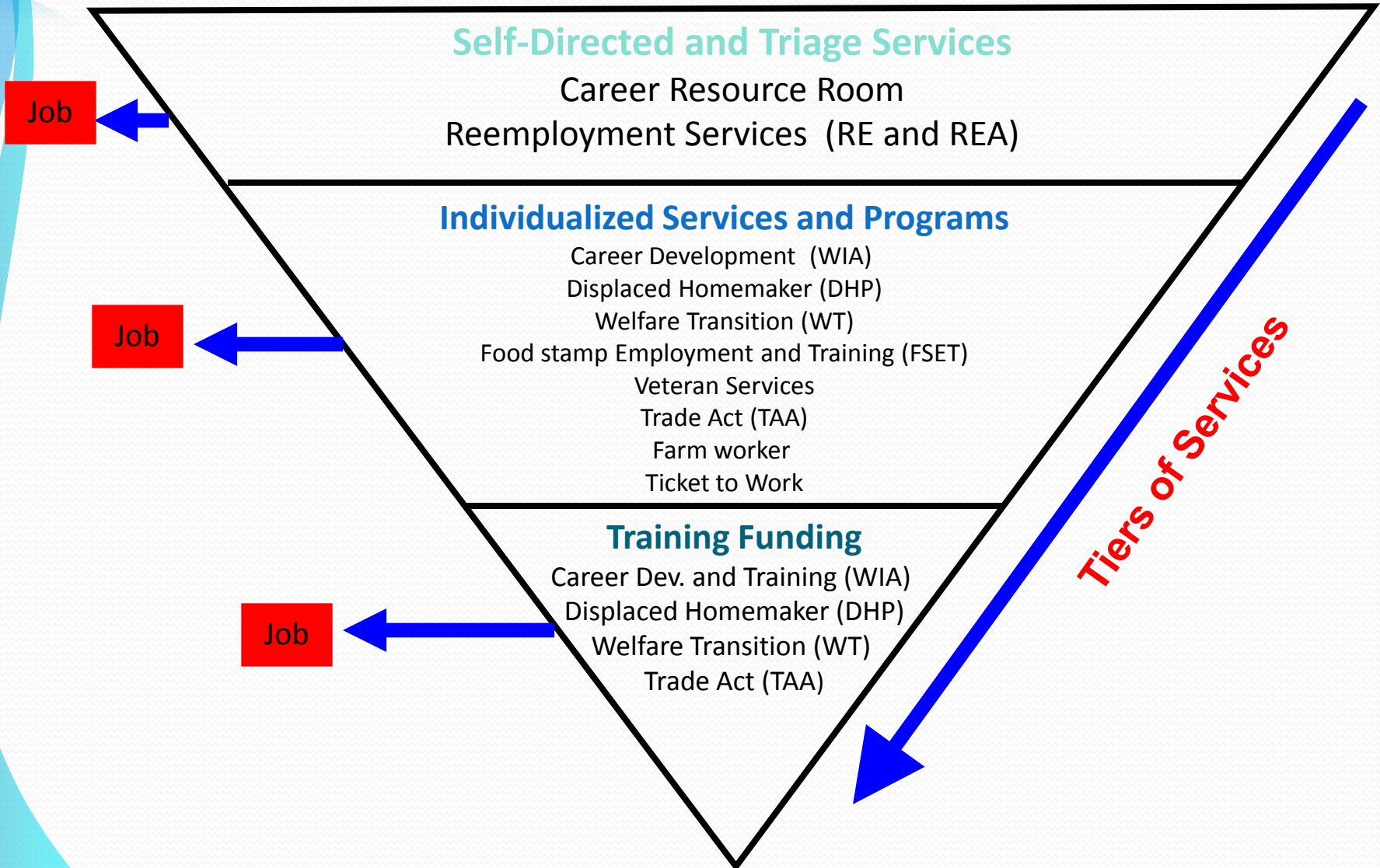
(REACT)

Edge Seminars

Networking Events

Mobile One Stop

One Stop Tiers of Services



Career Resource Room

- Provides free access to job search tools such as, but not limited to: computers with Internet access, fax machines, books, videos, and copy machines
- Post Resumes EFM – Employ Florida Marketplace
www.employflorida.com
- Job referrals
- File Unemployment www.fluidnow.com or
(800) 204-2418
- Apply for Cash Assistance / TANF
www.myflorida.com/accessflorida
- Career and Labor Market Information (Research) to assist in awareness of career trends, employment projections and training options

Job Readiness Workshops

Workshops are 9:00 AM to 3:00 PM daily

Day 1

Learn How To Conduct a Job Search

Day 2

Creating A Master Application, Do's & Don't

Day 3

Creating & Updating A Winning Resume

Day 4

Preparing for interviews

Day 5

Mock Interview Day

Day 6

Communication Tips: Opening the Windows to Opportunity

Day 7

Learn Conflict Resolutions

Day 8

Money Management, Steps to Financial Literacy

Day 9

How to Keep the Job

Day 10

Decision Making Tips/Career Exploration

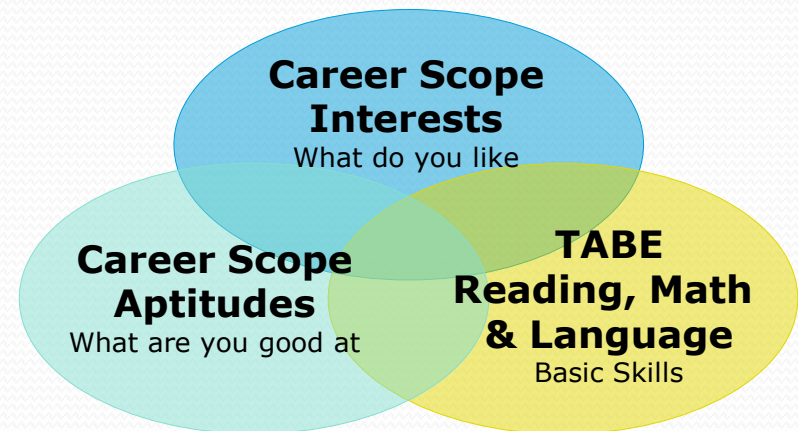
Mini Workshops

3:00 PM – 4:30 PM

- Resumes 101
- Resumes 102
- Resumes 101 Spanish
- Interviewing
- Computers 101
- Fresh Start for Ex-Offenders

Career Awareness Assessments and Tutorials

- **TABE (Test of Adult Basic Education)** – Test which provides a grade level in Reading, Math, and Language.
- **Career Scope** – Aptitude and Interest test to discover or verify what you are good at and enjoy doing. It provides you with groups of occupations you might have already considered and areas you might not have thought of.
- **Ready to Work Credential** - tests job skills and work habits and can be used as a marketing tools with Employers
- **MS Office Proficiency** (Word, Excel, PowerPoint & Access)
- **Employability and Work Maturity Skills Evaluation**
- **Computer Competency Testing**
- **Tutorial services**
 - PassKey for TABE
 - Typing tutor
 - Prove It - PC and MS Office
 - Employability Skills
 - Work Maturity Skills



Self-Directed - General

- Available to everyone, free of charge, providing resume is posted on EFM – Employ Florida Marketplace www.employflorida.com
- File Unemployment www.fluidnow.com or (800) 204-2418
- Apply for Cash Assistance TANF or Food stamps www.myflorida.com/accessflorida
- Career and Labor Market Information
- Self-service information and resources requiring little or no staff assistance

Individualized Services

Workforce Investment Act (Work-First)

- Federal legislation and funding intended to help workers get back into the workforce by utilizing general, individual, and if necessary, training services *
- Screened for eligibility to receive individualized services
- Taught how to do a comprehensive job search

Section 663.310 of the WIA regulations (*Determining the Need for Training*) states the following:

"Training services may be made available to employed and unemployed adults and dislocated workers who:

***"After an interview, evaluation, or assessment, and case management, have been determined by a One-Stop operator or One-Stop partner, to be in need of training services and to have the skills and qualifications to successfully complete the selected training program."**

Page 49328 of the April 10, 2000 edition of the Federal Register indicates the following:

"The [Workforce Investment Act's] regulations clearly state there is no federally imposed minimum waiting periods before participants can progress to the next tier of services. Neither is there a federally imposed minimum number of failed job searches to demonstrate eligibility for the next tier of services. Rather, the regulations reflect our position that decisions regarding which services to provide, and the timing of their delivery, are best made on a case-by-case basis at the local level

Job Seeker Responsibility

- Documented job search efforts. You may use any form as long as it shows the following information: name of company, position applying for, contact info, and result.
- Complete the WIA Questionnaire (**Expires after 45 days**)
- Make sure all paperwork is complete, and copies are made.
- Remember to bring required documentation, and copies, listed on the ***“Documentation Checklist”*** to your WIA Registration appointment

Note: If you are a dependent of another person. We will need all household income for the past 6 month of every household member in your family.



What do I need to bring to the WIA Registration appointment?

- **Proof of citizenship (one of the following is needed)**
 - Birth Certificate
 - Passport
 - Green Card / Naturalization Papers
 - Baptismal Certificate
 - DD2-14 with City and State where born
- **Proof of address (one of the following)**
 - Drivers license / State ID
 - Post-marked mail within the last 30 days / Utility Bill
- **Proof of social security number (one of the following)**
 - Social Security Card
 - Pay stubs
 - Unemployment documentation
- **Proof of unemployment earnings and determination**
 - Monetary Letter of Determination or Lay-off Letter from Employer
 - Unemployment Pay stubs
- **Proof of Gross Income (last six months)**
 - Pay stubs , Food Stamps, TANF (Temporary Assistance to Needy Families), Social Security
- **Proof of family size (spouse and/or children under 18 who reside in your house)**
 - Birth Certificates
 - Marriage License/Divorce Decree
 - Tax Returns
 - Rental or Lease Agreement listing all family members

Work First Assessment

- Career Specialist will complete an “Individual Employment Plan” that identifies barriers to employment and explain goals to overcome them to obtain a job.
- Includes a review of job searches, information questionnaire, EFM registration, resume, and work history.
- Career Specialist will assist with available job referrals related to work history information of marketable/transferable skills.
- Career Specialist may recommend the Job Readiness workshop and additional resources/tools to enhance your ability to secure employment.
- If there are demonstrated marketable skills, you will be asked to provide additional job searches.
- Additional appointments and case management may be required to complete the Work First assessment.
- Completion of work first assessment does not indicate training approval.

Testing Referral & Case Management Review

Test of Adult Basic Education (TABE) & Aptitude Interest (Career Scope)

- Approximately 4 ½ hours to finish the exam and aptitude profile
- Career Specialist will schedule you for an TABE and Career Scope testing during the WIA Registration appointment
- Once the TABE & Career Scope are completed, bring a copy to the Career Specialist at the next appointment

Training Services

- **Access to training is restricted to those who are unable to obtain or retain employment through general or individualized services.**
- One time offer
- Priority of Services
- **How Training Decisions are Made**
 - Has applied for PELL grant (proving school PELL eligible).
www.fafsa.ed.gov
 - Has completed the **required** workshops and occupational research.
 - Keeps scheduled appointments and achieves long and short-term goals developed in career plan in a timely manner.
 - Training is for an occupation in demand within the labor market.
 - Has the skills and qualifications to complete training in a short time.
 - Has the likelihood/predictability of obtaining employment in the area trained.
 - Is willing to follow up during and after training for a period up to one year.
 - Training program and/or school is a reasonable cost in comparison to similar training facilities.
 - Based on labor market information and the One-Stop's historical and professional experience, has the likelihood of replacing or exceeding prior earnings.

NOTE: Meeting above requirements is not a guarantee of funding.

Additional Career Development and Training Programs (WIA)

- Displaced Homemaker
- ETAM (Engineering Technology & Advanced Manufacturing Initiative)
- Trade Adjustment Act (TAA)
- Employed Worker Training
- Reemployment & Emergency Assistance Coordination (REACT)

ETAM - Engineering Technology & Advanced Manufacturing Initiative

- Provides entry level training in Engineering and Manufacturing Fundamentals
- Job Seekers who need training to improve their skills to gain/remain employed and competitive in the marketplace
- 10 dual-purpose Educational modules aligned with Engineering Technology Associate in Science degrees and formatted to be used either in a traditional academic classroom or on-line
- Course designed to assist participants in passing the Manufacturing Skills Standards Council (MSSC) exam
- Requirements:
 - Meet WIA Requirements
 - Interest in Manufacturing
 - Ready to Work (RTW) test scores with Gold ranking
 - Obtain a 12.9 in Math and Reading on the TABE test
 - Ability to attend classes in-person or on-line
 - Basic computer literacy
 - Use a mouse
 - Log on to internet
 - Download and install file



Additional Programs

- **Vocational Rehabilitation** is a federally supported program that help people with disabilities find employment. **Eligibility** for the program is determined by physical or mental impairments that significantly interfere with successfully engaging in competitive employment. **Services available** center around helping to manage disability while improving ability to get and keep a job. Some services are limited by family income levels and severity of disability.

Orientations are held :

Curtis Peterson Building
200 N. Kentucky Avenue, Suite 310
Lakeland, FL 33801
1st and 3rd Tuesday of every month
At 1:30pm in Room 122
Phone: 863.680.5534

Polk Works One-Stop Building
500 E. Lake Howard Dr., 3rd floor
Winter Haven, FL 33881
Call due to space limitations
Phone: 863.680.5534

- **Farm Worker Program** is for eligible migrant and seasonal farm workers and their dependents. The Program's goal is to help farm worker and dependents achieve economic self-sufficiency through participation in educational, skills training and available supportive services.
For more information please call: (863) 968-5658 or (863) 968-5659
Address: 300 E Bridgers Ave Auburndale, FL 33823
- **Experience Works and AARP** are different programs. Both programs assist limited income seniors return to the workforce by providing on the job training. In order to qualify for the program you must be 55 or older and meet the Federal Income Guidelines.
For more information on **AARP** please contact:
Eileen Young in the Winter Haven Polk Works One-Stop at 863-508-1100 Ext. 3102
Brenda Rivers in the Lakeland Polk Works One-Stop at 863-508-1100 Ext. 3112
For more information on **Experience Works** please contact:
Gladys Rivera in the Winter Haven Polk Works One-Stop at 863-508-1100 Ext. 3351
or at the Lakeland One-Stop at 863-508-1100 Ext. 3112

Resources

- www.employflorida.com
- www.fafsa.ed.gov (website to apply for federal aid)
- www.vitalchek.com (birth cert. requests)
- www.myflorida.gov
- www.fluidnow.com (Unemployment Insurance)
- www.myflorida.com/accessflorida (Apply for food stamps, TANF, and Medicaid)
- www.experienceworks.org
- www.ONET.codeconnect.org
- [Mobile One Stop Unit](#)

Next Steps

1. Print and sign the last page of this Orientation.
2. Print, complete and sign WIA Pre-application located at www.polkworks.org
3. Collect all your eligibility documentation and make copies (birth certificate, ID, etc)
4. Contact any Career Development (WIA) Representative to schedule WIA Registration appointment

Thank you from the **Polk Works**

We wish you well in your career goals!



Career Development and Training (WIA) Contacts

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Career Development (WIA) Orientation Completion Certification

I, _____ certify that I have reviewed the Career Development (WIA) Orientation and understand the services and necessary steps to access those services.

First and Last Name
(Please print)

Date

Last 4 Digits of your
Social Security Number