

SC WORKS AND WIOA ORIENTATION

Part 1

SC **W**ORKS

WACCAMAW

Bringing Job Seekers and
Employers Together

Welcome to SC Works Waccamaw!

SC Works Waccamaw serves Georgetown, Horry and Williamsburg counties.

Each county in Waccamaw's area has an SC Works center where local and state partners provide services to meet the needs of employers and jobseekers.

Conway

SC Works Conway
200-A Victory Lane
Conway SC 29526
Phone: (843) 546-8581
Fax: (843) 234-0907

Georgetown

SC Works Georgetown
2704 Highmarket Street
Georgetown, SC 29440
Phone: (843) 546-8581
Fax: (843) 520-0642

Kingstree

SC Works Kingstree
530 Martin Luther King, Jr. Ave.
Kingstree, SC 29556
Phone: 843-546-8581
Fax: (843) 354-9500

www.waccamawworks.org

The SC Works Centers provide a variety of services for both employers and job seekers.



JOB SEEKERS



Employer Services

Some of the services available for Employers are:

- Available interviewing space to help with recruitment
- Up-to-date labor market information
- Opportunities to network with other employers
- Staff available for assistance in accepting applications
- Many other services



Job Seeker Services

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 access
- Internet access
- Job searches
- Online resume-building tools
- Information on community resources and programs
- Labor market statistics
- Assistance filing unemployment insurance claims
- Employability Workshops



South Carolina's Workforce Portal

www.scworks.org

- Conduct a Job search and apply for job openings
- Build and post an on-line resume
- Register with www.scworks.org
- Receive emails on new job openings
- Access additional services



Certify Your Skills

WorkKeys is an assessment which focuses on identifying an individual's foundational skill levels. A person taking WorkKeys could achieve a Career Readiness Credential (CRC) which is nationally recognized by employers.

The benefit to you is that if you lack a degree or certification, WorkKeys is a way to prove to an employer that you have the skills for the job!

WorkKeys®



Reading

Math

Locating Information



Bronze - scores at least a level 3 in each of the three core areas and has the necessary foundational skills for 16 percent of the jobs in the WorkKeys database



Silver - scores at least a level 4 in each of the three core areas and has the necessary foundational skills for 67 percent of the jobs in the WorkKeys database



Gold - scores at least a level 5 in each of the three core areas and has the necessary foundational skills for 93 percent of the jobs in the WorkKeys database



Platinum - scores at least a level 6 in each of the three core areas and has the necessary foundational skills for 99 percent of the jobs in the WorkKeys database

Part 2

Workforce Innovation and Opportunity Act

WIOA

Additional Specialized Services for Those
Who Invest Time in Their Job Search

The **Workforce Innovation & Opportunity Act (WIOA)** is a federal law that emphasizes creating career pathways for individuals through a combination of career counseling, vocational training, on the job training and apprenticeships.



WIOA helps participants identify pathways to meaningful, sustainable, and competitive careers by exposing them to a variety of education and training opportunities.

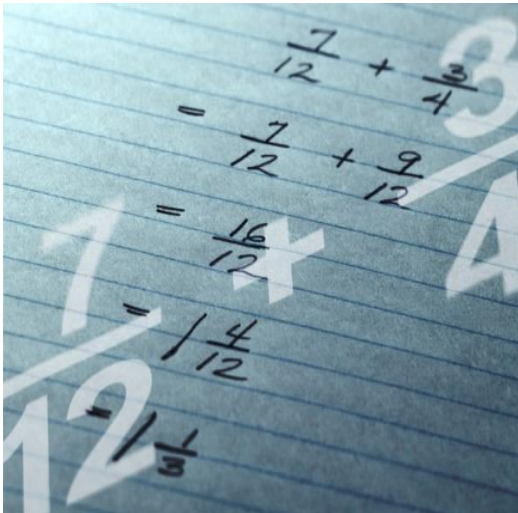


WIOA eligible participants receive assistance with planning a new career step-by-step from knowledgeable Career Coaches, who are dedicated to assessing work skills, identifying training needs, and assisting with tuition related expenses.

Solid Basic Skills

GED and Adult Education

The large majority of employers require at least a high school degree or diploma. Career Coaches can assist adults and youth with obtaining a GED.



WIOA Adult Career Services

An adult worker is an individual who:

- Is 18+ years old
- Is authorized to work in the United States
- Resides in the Waccamaw region
- Is unemployed, under-employed or in need of a skills upgrade



WIOA Dislocated Worker Career Services

A dislocated worker is an individual who:

- Has been terminated or laid off, or has received a notice of termination or layoff from employment;
- Is eligible for or has exhausted unemployment insurance;
- Has demonstrated an appropriate attachment to the workforce, but not eligible for unemployment insurance and unlikely to return to a previous industry or occupation;
- Has been terminated or laid off or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff;
- Is employed at a facility, where the employer has made the general announcement that the facility will close within a 180 days;
- Was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster; or
- Is a displaced homemaker who is no longer supported by another family member.

WIOA Young Adult Career Services

A young adult is an individual who:

- Is between the ages of 16-24.
- Is in need of help finding a job or a training program.
- Has a criminal background or have been arrested.
- Has not received a High School diploma or GED.
- Is homeless, a runaway, or a foster child.
- Is pregnant or a single parent.
- Has a learning disability and/or is disabled.
- Needs help with math and reading.



WIOA Young Adult Career Services

The Young Adult Program can provide you with the following services:

- Tutoring in Math and Reading
- WorkKeys Certification
- GED Preparation and/or Testing
- Exploring Different Career Options
- Paid Work Experience and/or Paid Internships
- Tuition Assistance
- Resume Assistance
- Job Placement Assistance
- Financial literacy
- Leadership Activities
- Transportation and Childcare Assistance
- Adult Mentoring



WIOA Education and Training

Education & Training opportunities may include the following:

On-the-Job Training:

Allows an eligible customer to learn skills for a specific occupation through demonstration and practice under actual working conditions. This training will occur while the customer is engaged in productive, full-time work as a hired employee.

Classroom Training:

- Diploma Programs (Typically one year)
- Certificate Programs (Typically nine months to one year)
- Associate Degree Programs (Typically two years)
- Continuing Education Training: short-term certificate training programs that range from one month to one year.

Funds for School and Related Expenses

- Possible assistance for tuition, books, tools and required exams.
- Possible assistance with uniform expenses and required physicals.
- Possible transportation and childcare assistance for those qualified for select training programs.



Additional things to understand about WIOA...

- WIOA is not an entitlement program.
- WIOA does not guarantee employment.
- WIOA does not pay for training cost prior to enrollment.
- WIOA will not award a scholarship, if you owe money for previous training.
- WIOA does not cover training costs for programs that are not in-demand occupations or locally approved and does not lead to a self-sufficient wage.
- WIOA does not retrain because a customer simply wants to change careers.
- WIOA services are determined on a case by case basis.

*Priority is given to Veterans and Eligible Spouses of Veterans

Customer Responsibilities

- Must apply for a PELL grant prior to receiving WIOA training funds. www.fafsa.ed.gov
- Completing assigned activities such as job readiness workshops
- 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 a 2.0 grade point average
- Maintaining 90% training attendance to receive supportive services
- Maintaining monthly contact with the Career Coach
- Maintaining quarterly contact with the Career Coach after training for one year

WIOA Eligibility Documentation Checklist

The following types of documentation will be required if you wish to receive the full range of WIOA service:

| | |
|--|---|
| Right to Work Please bring ONE of the following documents: <ul style="list-style-type: none"> - Driver's License - Passport - Naturalization Certification - Alien Registration Card - Foreign Passport (Stamped eligible to work) | Selective Service (Males born on or after Jan. 1, 1960) Please bring ONE of the following: <ul style="list-style-type: none"> - DD214 - Internet Verification (www.sss.gov) - Not Applicable (Females) - Other: |
| Social Security Number Please bring ONE of the following documents: <ul style="list-style-type: none"> - Social Security Card - DD214 (Veteran's Only) - Employment Records/UI - Social Security Benefits - W2 Form | Dislocated Worker's You must fit into one of the numbered categories and provide documentation for each item within the category: Notice of Layoff and monetary determination or proof of unemployment benefits and unlikely to return to previous industry or occupation. <ol style="list-style-type: none"> 1. Notice of permanent closure 2. Self-employed and unemployed as a result of natural disaster or general economic conditions in the community where you reside 3. Displaced homemaker who has been providing unpaid services to family members in the home and who has been dependent on income from another family member but is no longer supported by that income and is unemployed or underemployed while experiencing difficulty upgrading or obtaining employment. |
| Other Required Documents: <ol style="list-style-type: none"> 1. Most recent pay stub for yourself and all other <u>IMMEDIATE</u> family members in household for the last 6 months (if employed). 2. Documentation of highest level of education (HS Diploma, GED; AS/AA Degree; BA/BS Degree) 3. Contact information for <u>TWO</u> alternate contacts (Name, address, phone number) 4. DSS printout if receiving SNAP (food stamps); SSDI; FI (TANF). 5. Utility bill with updated address, IF different from driver's license. 6. Documentation showing status of any student loans. 7. Youth aged 16-24: documentation of pregnant or parenting, homeless, foster care, offender status, drop-out if applicable. | |

WIOA Appointment Checklist

Adult and Dislocated Workers

- On-line or One on One Orientation (30 minutes)
- Work Keys Test (up to 3 hours)

Once all required documents have been collected and the Work Keys Test has been completed then:

- Certification and Career Scope (2 hours)

If Eligible for WIOA then:

- Registration (1 hour)
- 2 Workshop (2 hours)

Job Placement or Training



WIOA Appointment Checklist

Young Adult (Ages 16-24)

1st Appointment

- Orientation (30 minutes)
- Create profile at www.scworks.org
- Schedule TABE Test

2nd Appointment

- TABE Test (up to 3 hours)
- Begin gathering required documentation

3rd Appointment

- Certification (1 hour- Must bring all required documentation)
- If eligible for the WIOA Youth Program, schedule registration

4th Appointment

- Registration/Enrollment in the WIOA Youth Program (1 hour)
- Schedule Work Readiness Workshop (required), Schedule Tutoring (only if Basic Skills Deficient)

Begin Workshops, Tutoring (if applicable), Training, Job Placement

WIOA Next Steps

- Click on the links at the bottom of this page.
- Print and sign the page attesting that you completed this orientation. (Make sure you bring the form with you when you come in for an appointment.)
- Print an WIOA Application and Checklist and complete prior to your appointment.
- Contact any Waccamaw SC Works Center and ask to speak to a WIOA Career Coach to determine your next steps: 843-546-8581.

[WIOA Orientation Attestation.pdf](#)

[WIOA Application and Checklist.pdf](#)

**The Workforce Innovation and Opportunity
Act is an Equal Opportunity Program.
Auxiliary aides and services are available
upon request.**