

SC WORKS  
AND  
WIOA  
ORIENTATION



# Part 1

SC **WORKS**

**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) 349-0091

## Georgetown

SC Works Georgetown  
1105 Church 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](http://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](http://www.scworks.org)

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

The screenshot shows the SC Works website homepage. At the top, the logo reads "SC WORKS BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER". Navigation links include "Youth Services", "Job Seekers", "Employers", "Labor Market Info", "Find a Center", and "Workforce Resources". There are also links for "Contact Us" and "Sign In to SC Works".

The main content area features a large text block: "Every year, SC Works helps thousands of South Carolina job seekers and businesses move forward. Be the next one." Below this is a "Get SC Works Mobile" section with images of a smartphone and tablet, and a "Keyword 'SC Works'" search bar. To the right are three columns with images and text:

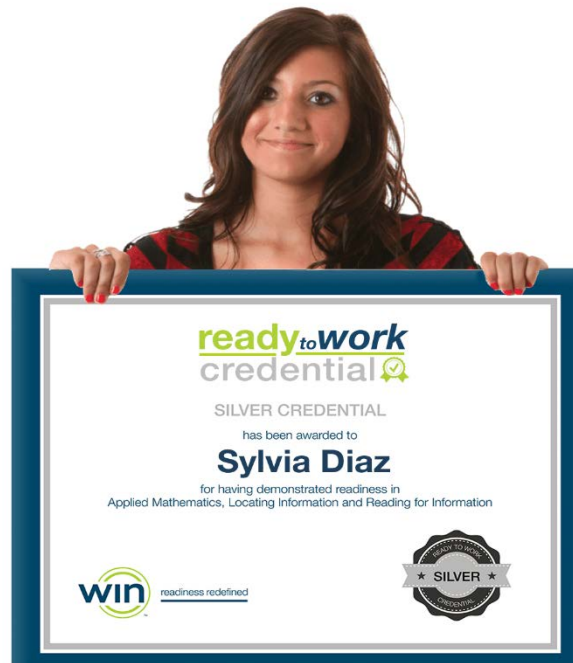
- Find a job**: "Explore our jobs database and learn more about the many training and support programs we offer that can help move your career forward."
- Find an employee**: "We work directly with employers to deliver a variety of workforce training, recruiting and incentive programs to help grow your business."
- Find an SC Works Center**: "SC Works is a statewide career center system with 50 local centers staffed by professionals who provide employment services for job seekers."

The footer contains "UNEMPLOYMENT INSURANCE INFORMATION" with a link to the "SC Department of Employment and Workforce Web Site", "NEWS & ANNOUNCEMENTS" with a link to "Create Professional Samples for SC Taxpayers Upcoming Job Fair Information", and the SC Works logo with the text "An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities." and social media icons for Facebook, Twitter, and LinkedIn.

# Certify Your Skills

WIN is an assessment which focuses on identifying an individual's foundational skill levels. A person taking WIN could achieve a South Carolina career readiness credential.

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







# 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.

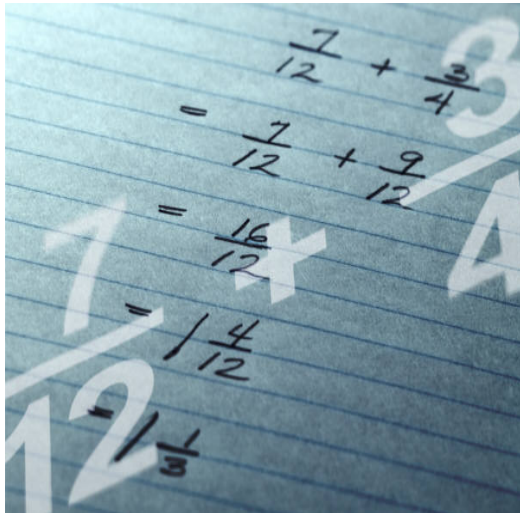


**WIOA eligible participants receive assistance with planning a new career step-by-step from knowledgeable Career Specialists, who are dedicated to assessing work skills, identifying training needs, and assisting with tuition related expenses.**

# Solid Basic Skills

## GED and Adult Education

The large majority of employers require at least a high school degree or diploma. Career Specialists 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
- WIN 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](http://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 Specialist
- Maintaining quarterly contact with the Career Specialist 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:

<p><b>Right to Work</b></p> <p>Please bring <b>ONE</b> of the following documents:</p> <ul style="list-style-type: none"> <li>- Driver's License</li> <li>- Passport</li> <li>- Naturalization Certification</li> <li>- Alien Registration Card</li> <li>- Foreign Passport (Stamped eligible to work)</li> </ul>	<p><b>Selective Service (Males born on or after Jan. 1, 1960)</b></p> <p>Please bring <b>ONE</b> of the following:</p> <ul style="list-style-type: none"> <li>- DD214</li> <li>- Internet Verification (<a href="http://www.sss.gov">www.sss.gov</a>)</li> <li>- Not Applicable (Females)</li> <li>- Other:</li> </ul>
<p><b>Social Security Number</b></p> <p>Please bring <b>ONE</b> of the following documents:</p> <ul style="list-style-type: none"> <li>- Social Security Card</li> <li>- DD214 (Veteran's Only)</li> <li>- Employment Records/UI</li> <li>- Social Security Benefits</li> <li>- W2 Form</li> </ul>	<p><b>Dislocated Worker's</b></p> <p>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.</p> <ol style="list-style-type: none"> <li>1. Notice of permanent closure</li> <li>2. Self-employed and unemployed as a result of natural disaster or general economic conditions in the community where you reside</li> <li>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.</li> </ol>
<p><b>Other Required Documents:</b></p> <ol style="list-style-type: none"> <li>1. Most recent pay stub for yourself and all other <b>IMMEDIATE</b> family members in household for the last 6 months (if employed).</li> <li>2. Documentation of highest level of education (HS Diploma, GED; AS/AA Degree; BA/BS Degree)</li> <li>3. Contact information for <b>TWO</b> alternate contacts (Name, address, phone number)</li> <li>4. DSS printout if receiving SNAP (food stamps); SSDI; FI (TANF).</li> <li>5. Utility bill with updated address, IF different from driver's license.</li> <li>6. Documentation showing status of any student loans.</li> <li>7. Youth aged 16-24: documentation of pregnant or parenting, homeless, foster care, offender status, drop-out if applicable.</li> </ol>	

# WIOA Appointment Checklist

## *Adult and Dislocated Workers*

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

**Once all required documents have been collected and the WIN Test has been completed then:**

- Certification (1hour)

**If Eligible for WIOA then:**

- Registration (1 hour)
- CareerScope Assessment (1 hour)

**Attend 2 Employability Workshops  
Job Placement or Training**



# WIOA Appointment Checklist

## *Young Adult (Ages 16-24)*

### **1st Appointment**

- Orientation (30 minutes)
- Create profile at [www.scworks.org](http://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 Career Readiness Boot Camp/ workshop series(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 a WIOA Application and Checklist and complete prior to your appointment.
- Contact any Waccamaw SC Works Center and ask to speak to a WIOA Career Specialist 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.**