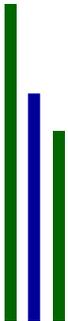


Workforce Investment Act Program (WIA)

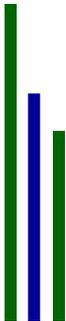
For

Adults, Youth and Dislocated Workers



The Workforce Investment Act -

- ❑ The Workforce Investment Act (WIA) is an employment and training program funded by the U.S. Department of Labor to help eligible individuals access the tools they need to manage their careers through information and quality services and to help businesses find skilled workers.
- ❑ The Vermont Department of Labor administers the Workforce Investment Act to prepare jobseekers for entry into the labor force as well as to offer job training opportunities to individuals who are in need of training in order to upgrade their skills and to find and retain productive employment. The Workforce Investment Act is also designed to assist employers in finding skilled workers to fill their job openings and remain competitive in today's global economy.
- ❑ WIA services are flexible, diverse and based on individual customer need.
- ❑ Individuals who have demonstrated that they are not able to obtain or retain self-sufficient employment, may be able to receive training services. The training program selected must be directly linked to employment that has been identified as an occupation in demand.
- ❑ Opportunities are designed to provide a variety of training options that will lead to viable employment, job retention, increased earnings, and a better quality of life.



Three Levels of Service

The Workforce Investment Act offers three levels of services to participants. These services are provided to increase employment for participants and to increase occupational skill attainment.

Level I

Core Labor Exchange Services

- Registration with *Vermont JobLink* and orientation to services available through the Vermont Department of Labor
- Introduction to Vermont Department of Labor – Economic and Labor Market Information
- Referrals to Community Partners

Level II

Intensive Services

- Job Search Activities – resume/cover letter writing, interviewing skills workshops
- Job referrals, job development with employers, review of job search efforts
- Assessment Resources to determine interests, skills, strengths and barriers to employment
- Pre-vocational services [Universal Classes – basic computer skills, GED study, ESOL (English for Speakers of Other Languages)]

Level III

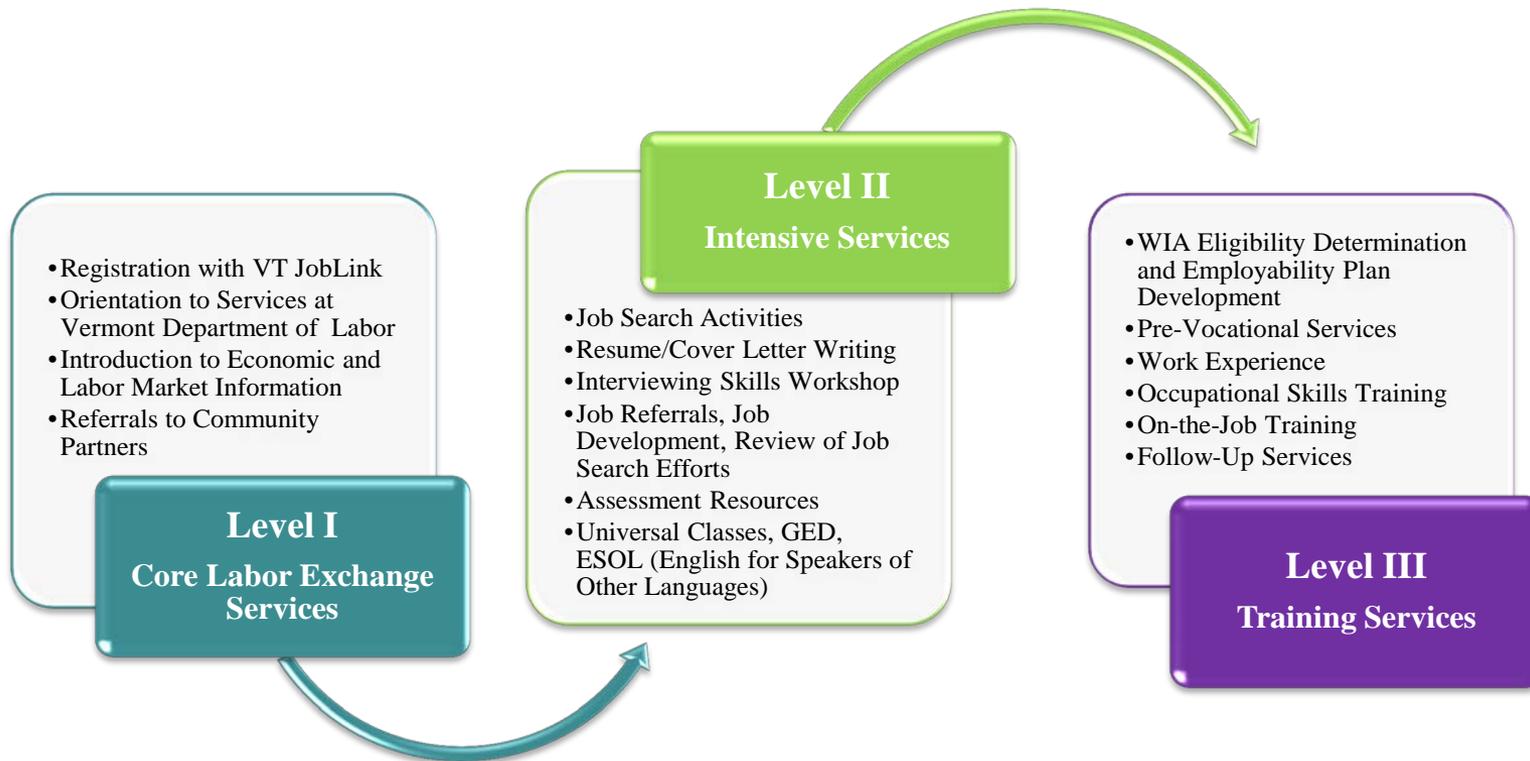
Training Services

- Work Experience
- Occupational Skills Training
- On-the-Job Training
- Follow-Up Services



Three Levels of Service Connections

Every participant must receive some level of **Core Labor Exchange Services** prior to the receipt of **Intensive Services**, and **Intensive Services** must be provided to a participant prior to enrollment into **Training Services**.



Three Levels of Service Connections

Intensive services represent a more concentrated effort than ***Core services*** to help participants obtain employment and are to be used when satisfactory employment cannot be obtained through only ***Core services***.



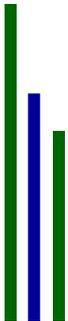
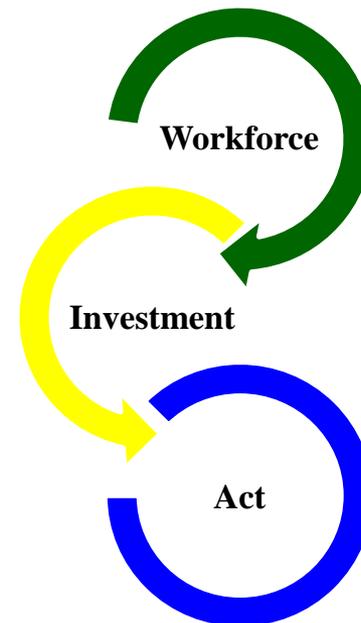
Training services are to be used when the appropriate level of employment cannot be arrived at through a combination of ***Core and Intensive services***.



Adult Program Eligibility

You may be eligible if:

- You are a U.S. Citizen or authorized to work in the U.S.
- You comply with Selective Service registration requirements (If you are a male ages 18 through 25 and living in the U.S., then you must register with Selective Service. It's the law. According to the law, a male must register with Selective Service within 30 days of his 18th birthday.)
- You are unemployed and family income falls below self-sufficiency guidelines for family size
- You are receiving 3-Squares VT benefits (food stamps)
- You are receiving TANF benefits or cash public assistance
- You are a displaced homemaker
- You are homeless
- You have a disability that presents a barrier to employment
- Veterans receive first priority of service



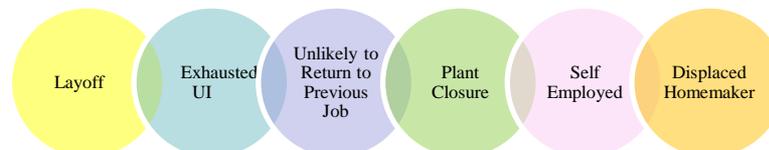
Dislocated Worker Eligibility

To be eligible for service under the Dislocated Worker Program an individual must:

- Have been terminated, laid off, or notified of layoff
- Be eligible for or have exhausted Unemployment Compensation Benefits or has worked long enough to establish an attachment to the Labor Market **AND**
- Be unlikely to return to his/her previous occupation or job

Dislocated workers may also be individuals who are laid off due to:

- Plant closures or substantial layoffs at a plant or facility
- Employment at a facility at which the employer has made a general announcement that that facility will close
- Self-employed individuals, farmers, ranchers, and fishermen who are unemployed due to economic conditions or a natural disaster
- Displaced Homemakers who have been dependent on the income of another family member and are no longer receiving that support and who are unemployed or underemployed and having difficulty in obtaining work or upgrading employment are also considered dislocated workers.



Youth Program Eligibility

Youth programs are designed to better prepare young adults by offering a comprehensive year-round package of services that increases their chances of success both in school and the workplace.

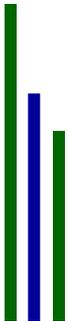
Eligible youth are low-income individuals between the ages of 14 and 21 inclusive who have at least one of **six specified barriers to employment** – deficient in basic literacy skills; school dropout; homeless, runaway or foster child; pregnant or parenting; offender; or is an individual who requires additional assistance to complete an education program or to secure and hold employment.

VDOL provides services to both in-school and out-of-school youth. We ensure that eligible youth who do not meet the enrollment requirements of the program or who cannot be served by this program are referred for additional assessment and also to appropriate programs designed to meet their basic skills and training needs.

Services to youth are determined through an assessment of the young adult's skills needs. Youth may participate in multiple program elements which are indicated during program assessment.



Enrollment into WIA Activity



Training Options

Work Experience Program



Short-term planned, structured learning experience that takes place in a public or private-for-profit or non-profit workplace for a limited period of time



Designed for participants who need assistance in becoming accustomed to basic work requirements and self management skills



Promotes the development of good work habits and basic work skills.



Training Options

Occupational Skills Training Program



Designed to provide individuals with specific skills training needed to perform a specific job or group of jobs.



Prepares individuals for occupations and careers which have been identified through labor market information as careers in demand.



The training is conducted in a classroom setting and the curriculum is designed to meet the technical needs of the workplace.



Training Options

On-the-Job Training Program Features



Vermont Department of Labor staff assists employers in designing a training outline and description of the skills to be developed through the training period. Staff will also assist in identifying the skills gap of the trainee.



The duration of the program depends upon the skill level of the job and the identified skills gap of the trainee. The On-the-Job Training employment opportunity must provide a minimum of 30 hours per week of permanent employment.

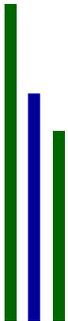


Participants in the program must be paid at the same rate of pay as other entry level employees, but no less than \$10.00 per hour. Participants must also receive the same benefits, (i.e. health insurance, vacation and holiday pay, etc.) as other employees at the worksite. The trainee may not begin work until an OJT agreement has been negotiated and signed. If the trainee begins work prior to this, an OJT agreement cannot be written.



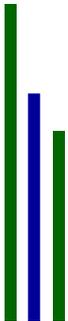
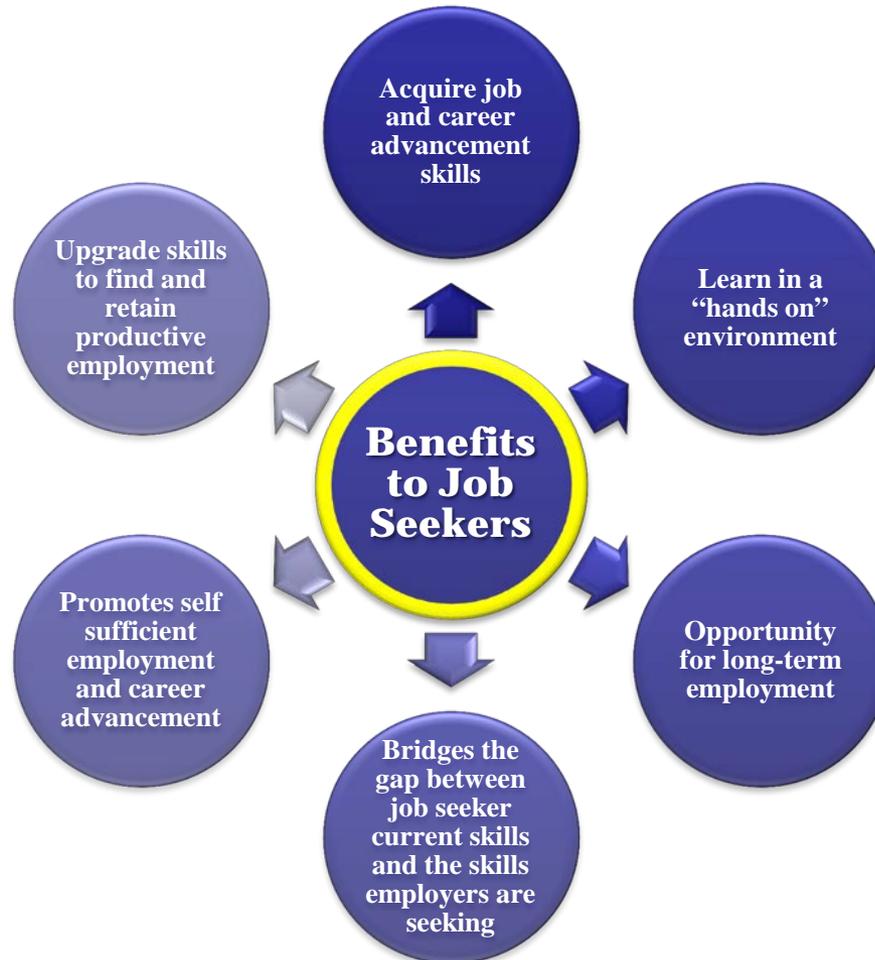
Training Options

On-the-Job Training Program – Benefits to Employers



Training Options

On-the-Job Training Program – Benefits to Job Seekers



For more information contact



Barre	802-476-2600
Bennington	802-442-6376
Brattleboro	802-254-4555
Burlington	802-863-7676
Middlebury	802-388-4921
Morrisville	802-888-4545
Newport	802-334-6545
Rutland	802-786-5837
St Albans	802-524-6585
St Johnsbury	802-748-3177
Springfield	802-885-2167
White River	802-295-8805

