



## Referral for Services

You may be eligible for training assistance funded by the Workforce Investment Act (WIA) with funds made available through the Coastal Workforce Investment Board (CWIB) and the Georgia Department of Labor (GDOL).

The first step in determining WIA eligibility requires you to go through an intensive job search utilizing assistance provided by the GDOL One-Stop Career Center **or** an authorized Partner Agency. This process usually takes approximately two weeks. If you are unsuccessful in obtaining employment during this process the next step is to call the Career Center, shown below, located in the county closest to your residence and schedule an appointment with a WIA Career Advisor. At your appointment, several items of documentation needed to help establish eligibility for training services will be required. Information explaining this eligibility documentation is shown on the back of this form. Present this referral notice to the receptionist when you arrive for your appointment with the WIA Career Advisor.

Brunswick Career Center  
2517 Tara Lane  
Brunswick, GA 31520  
(912) 264-7244  
Career Advisors: Nancy Bandy

Hinesville Career Center  
740 General Stewart Way, Suite 202  
Hinesville, GA 31313  
(912) 370-2595  
Career Advisors: Carl Yates  
John Johnson

Kings Bay Career Center  
1712 Osborne Road, Suite L  
St. Marys, GA 31558  
(912) 673-6942  
Career Advisor: Erin Waters  
Kelly Gibson

Savannah Career Center  
5520 White Bluff Road  
Savannah, GA 31405  
(912) 356-2773  
Career Advisors: Earl Berksteiner  
Latrell Thompson  
Senja Petersen

Statesboro Career Center  
62 Packinghouse Road  
Statesboro, GA 30458  
(912) 681-5156  
Career Advisors: Jason Starling  
Jennifer Snyder  
Sherrie Collins

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Referred By

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Date

## WIA DOCUMENTATION REQUIREMENTS

- Basic documentation needed to establish eligibility must be taken to your initial appointment with the WIA Career Advisor and can include:

Eligibility Item	Verification Source - Examples
Citizenship <i>or</i> Eligible Non-Citizen Status/Work Eligibility	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Military ID</li> <li>• Alien Registration Card indicating <i>right to work</i></li> </ul>
Verification of Selective Service Registration (if applicable)	<ul style="list-style-type: none"> <li>• Selective Service Registration Card</li> <li>• Selective Service System Verification (<a href="http://www.sss.gov">www.sss.gov</a>)</li> </ul>
Age (18 or older)	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Driver's License</li> <li>• Military ID or other Federal, State or Local Government ID</li> </ul>
Verification of Residency in the State of GA (Physical address – <b>not</b> a Post Office Box)	<ul style="list-style-type: none"> <li>• Driver's license</li> <li>• Utility bills (must be in customer's name)</li> <li>• Voter registration card</li> </ul>
Social Security Number	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Letter/statement from Social Security Administration</li> </ul>
Veteran Status (if applicable)	<ul style="list-style-type: none"> <li>• DD-214 (Military Report of Discharge/Separation)</li> </ul>

- During your initial appointment, the need for other additional information may be determined and may include:

Eligibility Item	Verification Source - Examples
Family Size (Number in Family)	<ul style="list-style-type: none"> <li>• Public assistance records</li> <li>• Social service agencies</li> <li>• Divorce/separation records, or other court decree</li> </ul>
Individual Income <i>or</i> Total Family Income	<ul style="list-style-type: none"> <li>• Pay stubs</li> <li>• Bank statements (direct deposit)</li> <li>• Pension statement</li> </ul>
Food Stamps <i>or</i> Public Assistance	<ul style="list-style-type: none"> <li>• Food Stamp card with current date</li> <li>• Social service contacts/Contact with DFCS Case Worker</li> <li>• Case Summary/Benefit History printout</li> </ul>
Layoff or Termination of Employment	<ul style="list-style-type: none"> <li>• Separation Notice (on official company letterhead)</li> <li>• DOL-800 (Georgia Dept of Labor Separation Notice)</li> <li>• Individual layoff notice or letter from the Union</li> </ul>
Displaced Homemaker	<ul style="list-style-type: none"> <li>• Collateral contact with/statement from someone (not a member of the customer's family) who has personal knowledge of the individual's situation</li> <li>• Spouse's Notice of Termination or Layoff</li> <li>• Divorce or separation records</li> </ul>
Unemployment Insurance (If receiving from a State other than Georgia)	<ul style="list-style-type: none"> <li>• Notice of Unemployment Insurance Determination</li> <li>• Unemployment Ins check stub <i>or</i> Direct Deposit statement</li> </ul>

- In addition to the Verification Source *examples* listed above, the Career Advisor has specific forms that will assist you with the eligibility documentation process.
- When you have completed the WIA Registration process, the Career Advisor *may* administer assessments for the purpose of determining your appropriate training and career path.

COASTAL WORKFORCE INVESTMENT BOARD  
 DEMAND OCCUPATIONS  
 Discussion Document  
 Revision Date 11/17/2011

<p><b>Occupations in Administrative Specialization</b>          Accountants &amp; Auditors          Administrative Assistants</p> <p><b>Occupations in Education</b>          Education Administrators - Elem. &amp; Secondary          Teachers - Elementary/Secondary/Special Education          STEM subject matter</p> <p><b>Occupations in Green Technology (1)</b>          Research &amp; Development          Production, Assembly, Installation          Construction and Regulatory Assurance</p> <p><b>Occupations in Information Technology/Engineering (2)</b>          Computer Engineers, Software, Systems          Computer Programmers/Application Developers          Computer Security Analysts          Computer Systems, Networks Administration          Digital Media          Electrical &amp; Electronics Engineering          Network/Data Analysts          Systems/ Information Managers</p> <p><b>Occupations in Machine Trade</b>          Automotive Mechanic/Service Technicians          Maintenance/Machinery Mechanics          Industrial Maintenance          Machinists          Aviation Maintenance &amp; Structural Technology</p> <p><b>Occupations in Management (3)</b>          Operations Managers ( Black Belt)          Financial Managers          Logistics/Material Management          Management Analyst          Project Managers **</p>	<p><b>Occupations in Medicine, Health and Life Sciences</b>          Biological or Chemical Technicians          Cardiovascular Technician          Dental Hygienists          Emergency Medical Technicians          Massage Therapists          Medical &amp; Clinical Laboratory Technicians          Medical Assistants          Nursing – PCT, LPN, RN          Physical Therapists          Radiological Technicians, Technologist          Regulatory Affairs          Respiratory Therapists</p> <p><b>Occupations in Structural Work (4)</b>          Carpenters          Electricians          HVAC Technician          Plumbers, Pipe fitters &amp; Steamfitters          Welders &amp; Cutters</p> <p><b>Occupations in Transportation</b>          Truck Drivers /Tractor Trailer (CDL)          Truck Drivers/ Delivery &amp; Route          Warehousing</p> <p><b>Occupations in Tourism</b>          Hotel/Facility Management          Culinary Arts</p> <p><b>Occupations in Law Enforcement</b>          Basic Law Enforcement</p>
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The Coastal Workforce Investment Board provides occupational specific skills training for industries that are stable or have projected growth. Skills training will not be provided in declining industries. Skills' training is only provided for jobs and careers where hourly rates and salaries are paid. Commission and fee based occupations will not be approved (this includes but is not limited to: real estate, cosmetology, and nail technicians). Lists of additional sources of financial aid are available for clients who wish to pursue these careers.

This listing serves as a guide, and is not meant to be all-inclusive. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. The CWIB may provide, on a case by case basis, training for a job where demand is limited, but current openings exist. Bona fide job offers may be required for training in limited demand areas.

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- 1. Green Technology encompasses many occupational categories and may include but is not limited to: research, development and manufacturing of sustainable material/products, installation of eco-friendly and sustainable devises/systems, developing and producing alternative energy sources and products, recycling/reuse technologies. Skills Training involving “green” technology will be assessed and approved on an individual basis and consistent with current labor market demands.**
- 2. Intermediate or higher level IT training requires previous IT related work experience.**
- 3. Black Belt training will be provided only to those holding Green Belt Certification. No Green Belt or combo training is approved.**

**\*\*Project Management Certification training requires previous full scale project management experience and validation of experience required for certification.**
- 4. Due to the continued slowdown in residential and commercial construction, occupational training in Structural Work will be reviewed individually.**