



## 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  
Yvonne Minshew

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  
406 Osborne Street  
St. Marys, GA 31558  
(912) 673-6942  
Career Advisor: Erin Waters

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

Statesboro Career Center  
62 Packinghouse Road  
Statesboro, GA 30458  
(912) 681-5156  
Career Advisors: Jennifer Snyder  
Marne Thompson

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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 one of the counties located in Coastal Region 12 <i>or</i> **Employer of Dislocation located in one of the Coastal Region 12 counties: Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh	<ul style="list-style-type: none"> <li>• Driver's License *</li> <li>• Utility bills (must be in customer's name) *</li> <li>• Separation Notice (on official company letterhead **)</li> <li>• DOL-800 (Georgia Dept of Labor Separation Notice) **</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
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>
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>
Displaced Homemaker	<ul style="list-style-type: none"> <li>• Spouse's Notice of Termination or Layoff</li> <li>• Divorce or Separation records</li> <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> </ul>
Family Size (Number in Family)	<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>• Divorce/Separation records, or other court decree</li> <li>• Public assistance records</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>

- 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  
Revision Date 10/31/2012

<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 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 (Police Officer Training)</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.**