



DIRECTIONS

For help using and understanding this Roadmap, please refer to the information below.

DEFINITIONS

Adult:

A person 18 years or older who is underemployed or unemployed at the time of application.

Dislocated Worker:

A person who has been laid-off or terminated from work at no fault of their own.

KEY

Steps:

 **Orange Steps:**
Responsibility of the Applicant

 **Blue Steps:**
Responsibility of the WorkSource staff

Who to contact for help:

 **Navigator:**
Steps 1-4

 **Eligibility Specialist:**
Step 5

 **Career Advisor:**
Steps 6-12

TIMELINE

Steps 1-4:

Applicant guided.

Steps 5-12:

Once you have uploaded the required documents to the Worksource Georgia Portal, our goal is for you to be approved for training in 30 business days.

Metro Atlanta



Connecting Talent with Opportunity

For more information, visit:
atlworks.org/job-seekers

Or contact your local
career resource center.

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:
Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

If you need reasonable modifications due to a disability, including communications in an alternate format, in order to participate in any County-sponsored program or meeting, please contact Disability Affairs Unit: (404) 612-7392, (404) 893-6544 (Fax), (7) days in advance to facilitate your request. For TDD/TTY or Georgia Relay Access, dial 711.



A Roadmap to WIOA FUNDED TRAINING

*The help you need
to get the career you want!*

Metro Atlanta



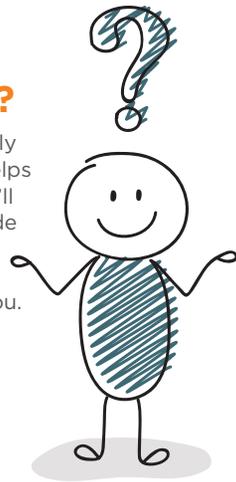
Connecting Talent with Opportunity

atlworks.org/job-seekers

INTERESTED IN TRAINING?

WorkSource is a federally funded program that helps put people to work! We'll assess your skills, provide funding for training, and help you find a career that's right for you.

Follow the steps below to apply for WIOA Funded training!



STEP 1

Determine if you are applying as an Adult or Dislocated Worker?

Watch "How to Submit Your Eligibility Documents for WIOA Funded Services" at www.atworks.org/eligibility.

STEP 2

Complete Required Documents

- Eligibility Checklist:
 - Adult or Dislocated Worker
- WIOA Eligibility Application
- Grievance and Complaint Policy
- Register on the Worksource Georgia Portal

STEP 3

Gather Required Documents

- Proof of:
- Citizenship & Employment Eligibility
 - Age/DOB
 - Social Security Number
 - Residency
 - Selective Service (Males born after 1960)
 - **Adult:** Low Income Status
 - **Dislocated Worker:** Dislocated Worker Status

STEP 4

Upload Required Documents to the WorkSource Georgia Portal

Please upload completed packets only. Once your packet is received, our goal is for you to be approved for training in 30 business days!

STEP 5

Are you Eligible?

Eligibility Specialist will review your documents and follow-up with you within 7 business days.

YES

Eligibility Specialist will provide you with information about the Starting Your WIOA Program Session.

NO

Eligibility Specialist will contact you with Referral Services.

STEP 6

Starting Your WIOA Program

A session that provides you with everything you need to know as a WIOA eligible participant from career exploration opportunities to successful steps for program completion.

STEP 7

Complete Your WIOA Program

- **Complete research-related questions:**
 - Am I selecting the right industry?
 - Will this industry provide me with the opportunity to support my needs?
 - Does this school help me get the license, certification, or degree that I need?
- **Meet 1:1 with Career Advisor**

STEP 8

Submit Your WIOA Program Documents for Enrollment

STEP 9

Enrollment Determination

Career Advisor will review your documents.

YES

Approved for training!

NO

Career Advisor will provide you with alternative resources.

STEP 10

Attend & Complete Training

As you prepare to complete training, work with your Career Advisor to attend workshops on preparing for interviews and job search support.

STEP 11

Become Employed!

STEP 12

Follow-Up

A Workforce staff member will follow-up with you after you have achieved employment.