



**JEFFERSON COUNTY CENTER FOR WORKFORCE DEVELOPMENT (JCCWD)  
ADULT AND DISLOCATED WORKER INFORMATION SHEET**



3420 Third Avenue South, Birmingham, AL 35222

Phone: (205) 324-0061 -Fax: (205) 324-0068

**Monday – Friday from 8:30 a.m. to 3:00 p.m.**

**Note: Orientation, paperwork and interview may take up to three (3) hours.**

<p>In order to maximize client service delivery, the following documents are needed of all applicants applying for service through the Jefferson County Center for Workforce Development Office. The Intake Specialist may request additional information if the information you provided is not sufficient. This Information Sheet will help you organize the documentation needed at the time of your application for service.</p>	
<p><b>Referral from Alabama Career Center and Resume – Birmingham Location</b></p>	
<p><b>State of Alabama Driver’s License and Social Security Card:</b> All applicants applying for Jefferson County Workforce Innovation and Opportunity Act Funding must present their current State of Alabama Driver’s License and/or State of Alabama Non-Driver’s License along with their Federal Government issued Social Security Card. (Jefferson County Local Workforce Development Directive No. PY07ADO-07) <i>Social Security card(s) or printout(s) from Social Security Administration for each dependent in household (This includes the Social Security Card for Spouse, if married).</i></p>	
<p><b>Citizenship/Right-to-Work:</b> Photo ID and U.S. Birth Certificate; Photo ID and a Social Security Card (Photo ID includes a State of Alabama issued driver’s license or non-driver’s license or school I.D. with photo(Alabama), U.S. Passport or Permanent Resident Card or Alien Registration Receipt Card (Form I-551)- “A” Number”, “A” followed by 8 or 9 numbers.</p>	
<p><b>Selective Service:</b> Males 18 years and older must be registered with Selective Service. Proof of <i>Registration for males born on or after January 1, 1960, but before they reach the age of 26. Males must register with the Selective Service System within 30-days after their 18<sup>th</sup> birthday. (If you do not have your Selective Service card, letter or printout, registration verification can be obtained online at <a href="http://www.sss.gov">www.sss.gov</a>).</i> A printout is needed.</p>	
<p><b>Income: Please bring the following documents to determine income eligibility:</b> SNAP Benefits Letter (Food Stamps) <u>or</u> Paystubs (submit at least 3). Current Income must be calculated for All family members, SSI, etc.;</p> <p><b>Dislocated Worker Eligibility:</b> Unemployment Insurance (UI) history, Lay-off or Closure letter from employer.</p>	
<p><b>Proof of Education (all that apply) - High School Diploma or Transcripts, Proof of General Educational Diploma (GED), College Degree or Transcripts. Please note: Some programs require a copy of a high school transcript instead of a copy of a diploma. If so, this will be requested. Diploma and transcripts must be from an accredited school.</b></p>	
<p><b>Worker Profiling and Reemployment Service (WPRS):</b> <u>Only if you have been referred by Worker Profiling and Reemployment Services (WPRS).</u> (Amendment to the Social Security Act contained in P.L. 103-152 require that UI claimants who are identified through profiling methods as likely to exhaust benefits and who are in need of reemployment services to transition to new employment participate in reemployment services, such as Job search assistance).</p>	
<p><b>Veterans:</b> ALL veterans please bring Form DD214</p>	
<p><b>Homeless – A letter from the social worker at the shelter. If you are living with someone, you must also provide Proof of Residency from him or her, along with a completed Applicant Statement form (This form can be obtained from JCCWD).</b></p>	
<p><b>EMPLOYMENT:</b> The name, address and telephone number of each place you have applied for employment within the last 30-days.</p>	

**ADDITIONAL INFORMATION:**

- If training assistance was received in the past from the JCCWD, you may not be eligible for additional training.
- With respect to funds allocated to JCCWD for Adult and Dislocated Worker Career Services and Training Services, priority will be given to veterans, low-income individuals and those individuals with barriers to employment.
- Training dollars are not “entitlements”, nor is JCCWD funding considered financial aid.
- **All** applicants must be actively seeking employment.
- All applicants are required to take the Test of Adult Basic Education (TABE) Assessment (math and reading).
- All applicants with children should bring someone to care for them while they complete the application process or take the TABE Assessment. Noisy, disruptive or unruly children will not be allowed to disturb others while they are being served or when testing.
- If you are considering a training program in the medical field (Registered Nursing, Licensed Practical Nurse, Clinical Laboratory Technology, etc.) and it is required that you apply and be admitted into the program and/or complete certain prerequisites, then a Letter of Acceptance from the program of study will be needed prior to consideration for funding.

# Jefferson County

## Center for Workforce Development (JCCWD)

### Application Process

(Adult & Dislocated Worker Program)

- Step 1.** Report to the Alabama Career Center/Birmingham located at 3440 Third Avenue South, Birmingham, AL 35222 to register with the Alabama Job Link Service (AJL). Make sure you bring with you the necessary information to complete a resume, which includes all of your most recent places of employment, including dates and location of employment. All information must be current.
- Step 2.** Bring your referral form, resume and other documents listed on reverse side, to the JCCWD for intake and eligibility determination.
- Step 3** After eligibility is determined, you will be scheduled to take the Test for Adult Basic Education (TABE).
- Step 4** After completion of the TABE, with a passing score, you will be contacted by a Career Planner for an appointment. **Make sure your contact information is current.**
- Step 5** Upon visiting with your Career Planner you will be informed of all of the benefits and services offered by JCCWD.

**Alabama JobLink**, Alabama Career Center System. No fee source for posting and finding jobs in Alabama. <http://joblink.alabama.gov/>

**Alabama Consumer Information System** To view available training programs visit the website at [www.etpl.alabama.gov](http://www.etpl.alabama.gov)

#### Jefferson County WIOA Income Limit Guidelines

Family Size	Income Limit
<b>1</b>	<b>\$12,831.00</b>
<b>2</b>	<b>\$21,024.00</b>
<b>3</b>	<b>\$28,856.00</b>
<b>4</b>	<b>\$35,625.00</b>
<b>5</b>	<b>\$42,046.00</b>
<b>6</b>	<b>\$49,175.00</b>
<b>For Each Additional Family Member above 6, add:</b>	<b>\$7,129.00</b>