

CAREER CENTER CONTACT INFORMATION

NORTH FULTON CAREER CENTER

7741 Roswell Road; Suite 205
Sandy Springs, Georgia 30350
Main Line: 404.613.4480

SOUTH FULTON CAREER CENTER

5710 Stonewall Tell Road; Suite 160
College Park, Georgia 30349
Main Phone: 770.306.5202

EMAIL:

YES.Program@fultoncountyga.gov

FACEBOOK:

<https://www.facebook.com/FultonCountyYES>

TWITTER: @FultonCtyYES

WEBSITE:

<http://fultoncountyga.gov/WIOA-home>

IMPORTANT NOTE:

**Participation in WIOA programs and services is conducted on a "First Come, First Serve Basis" and is based on availability of funds. **

STEPS TO ELIGIBILITY:

1. Review your compiled required documents as discussed in the Eligibility Pre-Screen and outlined on this "Ticket to Eligibility" brochure.
2. Complete the eligibility packet. *We do not accept incomplete packets.*
3. Complete a registration profile and the customer profile on the Georgia Work Ready website: <https://www.workreadyga.org>
4. Write your User Name / ID from the Georgia Work Ready website on the intake form in the eligibility packet.
5. Visit O'Net My Next Move at <https://www.mynextmove.org> and take the Career Assessment. Print out your career profile details.
6. Email YES.Program@fultoncountyga.gov to schedule an appointment, Subject: Next Steps. The email should include your name, age, and phone number.
7. Present all documents at the time of the appointment.
8. Do not fax, email, or drop off documents at any offices.

NO INCOMPLETE PACKAGES WILL BE ACCEPTED.

The Eligibility process can take up to 30 business days to complete, beginning on the date you submit a completed packet.

The Youth Enrichment Services (Y.E.S.) , Workforce Program for Youth is a year-round comprehensive coordinated "youth training and employment program".

The program expands workforce opportunities for youth, encourages leadership and independent thinking, and assists youth of Fulton County with assessing and accomplishing their educational and career goals as well as fulfilling their personal potential. We offer a variety of service to enrich, empower and enhance empower our customers.

The Workforce Development Division collaborates with many programs, organizations, and companies, in order to serve the needs of participants. Please check the website for more information.

In collaboration with our many partners, the following services are provided through each of our Career Centers for all eligible participants residing in Fulton County.

- ◆ Career Advisement
- ◆ GED Assistance
- ◆ Certification Training
- ◆ Work Experience Opportunities
- ◆ Employment Assistance
- ◆ Like Skills Workshops
- ◆ Mentoring Services
- ◆ Paid/Unpaid Work Experience
- ◆ Tutoring/ Study Skills Assistance
- ◆ Job Readiness Workshops
- ◆ Leadership Development
- ◆ Alternative Secondary School Services
- ◆ Follow-up Services
- ◆ On-Site Recruitment Events
- ◆ Free Internet Access

WORKSOURCE FULTON

YOUTH ENRICHMENT SERVICES WORKFORCE PROGRAM FOR YOUTH



WIOA ORIENTATION

"YOUR TICKET TO ELIGIBILITY" CHECKLIST

Our Mission :

To develop and maintain a comprehensive, coordinated youth training and career development program that will expand workforce opportunities, encourage leadership, independent thinking, and assist the youth of Fulton County in assessing and achieving their personal and professional goals.



*"Fulton County WorkSource Georgia is an equal opportunity employer/program."
Citizens in need of reasonable accommodations due to a disability including communications in an alternative format should contact Karen Sessoms, within five days of an event at (404) 612-9802. For Georgia Relay Access, dial 711*

REQUIRED ELIGIBILITY DOCUMENTS

- Georgia ID or Drivers license with current address (**PO Box numbers are not acceptable and ID/License cannot be expired**)
- Social Security Card for you and each member of your household.
(**Social Security Cards for all household members 18 and older must be signed**)
- Updated Resume **with current address**

PROOF OF RESIDENCY

- A copy of their current Mortgage, Rental/Lease Agreement, or Deed (if property is owned) showing that the customer has lived in Fulton County for the **past 30 days**.
- And*
- A current utility bill (Water, Gas, or Electric)

Homeless—Living with someone

- If you are currently living with someone, you must provide:
 - A copy of their current Lease/ Mortgage statement showing residency for the **past 30 days**.
 - Deed (If property is owned)
 - A copy of a current utility bill
 - A notarized letter from the person you reside with verifying your residency at their residents.

Note: *The person writing letter must be listed on lease, mortgage statement, or deed.*

Homeless—Living in a Shelter

- An official letter from the shelter on shelter letterhead, referring agency, or government agency with accurate contact information must be provided by the participant. **The Shelter must be in Fulton County but outside the city limits of Atlanta.**

Note: *Your residency with the shelter will be verified.*

PROOF OF CITIZENSHIP/WORK ELIGIBILITY

(ONLY ONE ITEM FROM THIS LIST IS REQUIRED)

- Birth Certificate
- Green Card or Alien Registration Card
- Naturalization Certificate
- Work Visa (**Can not be expired**)
- US Passport (**Can not be expired**)

PROOF OF YOUTH BARRIER ELIGIBILITY

(SUBMITT ALL THT APPLY FOR ACCURATE ELIGIBILITY DETERMINATION)

- Copy of High School Diploma or GED
- Copy of last report card or transcript (if in school)
- Copy of Withdrawal Form from School (if dropped out)
- Foster, Adoption Letter, or Other Legal Documentation (if a Foster Care recipient)
- Birth Certificate and Social Security Card of child OR Birth Announcement (if Pregnant or Parenting)
- Probation Letter or Other Legal Documentation
- Deficient in Basic literacy skills (T.A.B.E. Test Administered by Staff)

CO-ENROLLMENT VERIFICATION

- Official letter from Job Corps
- Official letter from Juvenile Justice (JAG)
- Official letter from Fulton County School Work-based Learning (WBL)

ADDITIONAL REQUIRED DOCUMENTATION

Individuals with a disability

- Physician Statement or Disability Certification
- Letter from Vocational Rehabilitation (if applicable, meaning you have attended)
- Proof of Disability Benefits (SSDI)
- Referral Letter from State Agency such as Georgia Department of Community Health, Money Follows the Person Medicaid Program, or Ticket to Work Program

Note: Under “WIOA” if an individual with a disability does not meet the income eligibility criteria the individual with a disability is to be considered a low – income individual if the individuals own income:

- a) Meets the income criteria established in WIOA sec.3 (36)(A)(vi); or
- b) Meets the income eligibility criteria for payments under any federal or state local public assistance program. (see WIOA sec. 3(36)(A)(i).

Veterans and their Dependents

- DD214 (anything other than dishonorable discharge)
- If applying as a spouse or dependent of a veteran, must show proof of relationship
- Dependents must be between the age of 18—21

All Non Veteran Males

- All males born after 1960, must have an active and valid selective services registration or provide a selective service letter.
- All males born before 1960, are not required to provide verification of selective service letter

Visit www.sss.gov to register or obtain letter

If Married, Separated, Divorced, or Widowed

- Copy of Marriage License/Certificate
- Legal Letter of Separation from court
- Finalized Divorce Decree
- Death Certificate (if applicable)

WIOA LOW INCOME REQUIREMENTS

Additional Documents Required:

- Obtain a print out from the Georgia Department of Labor of your GWS Wage Inquiry.
- Income from each job worked in the past 6 months for each member of your household (check stubs)
- Food stamp and/or TANF benefits letter for you or any member of your household, within the last 6 months
- Unemployment Compensation Benefits or Exhaustion Letter

Must meet the low income requirements for WIOA services based on the low income calculator below

Family Size	Six Month Eligibility Period Income
1	\$6,030
2	\$8,120
3	\$10,210
4	\$12,300
5	\$14,438
6	\$16,884
Each additional family member	\$2,446 for each additional family member

Any client that is living with a parent / legal guardian, claimed as a dependent, and/or receiving support from a parent/ legal guardian cannot be considered a family of one and must provide proof of your parent's/ guardian's income.

*****IF YOU ARE UNDER 18 YEARS OF AGE, YOU WILL NEED PARENTAL CONSENT AND SIGNATURE TO BE ENROLLED INTO THE PROGRAM*****