



Workforce Innovation & Opportunity Act (WIOA) Training Grants

If you don't have the skills necessary to secure sustainable employment you may be eligible for training services through:

- Individual Training Account (ITA) grants;
- Group-based training in special-high demand occupations; or
- On-the-Job Training (OJT).



Initial eligibility


Dislocated Worker status or Adult eligibility
(Implemented with the WIB's Priority of
Service and Supportive Services Policies).

*Unemployment Insurance (UI) payments are INCLUDED as income.

Meet Erie County Workforce Investment
Board's Demand Occupation criteria.

Selective Service registration at www.sss.gov .

Participants in default of a student loan are
not eligible.

A person's hands are holding a white rectangular sign. The sign has the text "Follow the GUIDELINES" written on it. "Follow the" is in a red, cursive script, and "GUIDELINES" is in a large, bold, purple sans-serif font. The background is a blurred city skyline with tall buildings under a blue sky with some clouds.

Follow the
GUIDELINES

Getting started

Attend a Workforce Buffalo SUNY Erie Career Center Orientation.

You must demonstrate your need for training through an assessment process.

Employment needs of the individual are jointly determined by the individual and assigned Career Coach (*USDOL TEGL 19-16*).

Participants must apply for other financial aid if available (*WIOA Final Rule at 20 CFR 680.230*).

WIOA grant is not an entitlement program.



RESUME

PROFILE

08/12/84 **About me:**

Since 2005, I have been working as a professional writer and editor. I have a strong background in journalism and a passion for storytelling. I am currently looking for a new challenge and opportunity to grow my skills.

EDUCATION

1996 - 1998 **Bachelor of English UNIVERSITY**

1998 - 2000 **Master in Journalism UNIVERSITY**

EXPERIENCE

2010 - Today **Journalist CREATIVE STUDIO**

2005 - 2010 **Writer Assistant COMMUNICATION CENTER**

2000 - 2010 **Copy Writer MOTION SINERGY**

A professional & updated resume is needed.

Next steps ... job search

Document your job search in your current field (show why this is not a good field for you).

Attend workshops if you need help with your job search or career exploration – please see <http://elinks.ecc.edu/OneStop>

Document job search in your proposed field (show that there are many jobs and that you are familiar with the starting wages).

Submit 3 job appropriate postings in proposed field.

Next steps... career research

Investigate other vendors offering proposed course(s)

[NYS Eligible Training Provider List](#)

Review curricula to determine which program is best for you (class schedule, job placement record, faculty qualifications, etc.).



Individuals must work with their Workforce Buffalo SUNY Erie Career Coach and meet all grant/program eligibility requirements in order to receive a training grant.



**Department
of Labor**

599 Program

If you are collecting Unemployment Insurance benefits, you must submit a 599 application to the New York State Department of Labor as soon as you are accepted into a school or training program.

You may request a 599 application from any local WIOA/DOL Career Center, or the New York State Department of Labor 599 Central Review Unit at (518) 402-0189.

If you are awarded the grant, ongoing collaboration is required

You must stay in touch with your Career Coach, before, during, and after training.

Transcripts, continuous progress reports, and diplomas/certificates from the training provider or school are required.

We need a copy of your new credentials for your confidential file, such as your license received following training – examples: NYS LPN/RN/OTA/Dental Hygiene license, CDL A license, etc., (for official file audits).



Ongoing support for you

We will assist you with your job search after you graduate/complete training.

Employment information is needed as soon as you obtain employment.

Workforce Buffalo SUNY Erie Career Center staff will then follow-up with you periodically for 12 months.

Other services and workshops are still available after you find employment, such as resume updating (our services are always cost-free!).

Funded under the Federal Workforce Innovation and Opportunity Act (WIOA).

An Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

New York State's Career Centers are proud to offer Priority of Service to Veterans and Eligible Spouses. If you served on Active Duty in the United States Armed Forces, we will serve you first by the next available staff member; and give you first priority to any jobs or training for which you are eligible and qualified.