

## Faculty Guide to the Workforce Investment Act (WIA) Supportive Services for JCTC Students

### Explanation of the Workforce Investment Act

The Workforce Investment Act (WIA) is legislation passed by Congress with the primary goal of filling critical skill shortages and helping people find employment. ***WIA is not an entitlement program*** and continued funding is based upon the numbers of WIA participants who obtain employment after skills training. One of the facets of WIA is to provide supportive services to students who need assistance purchasing uniforms or obtaining licensures to perform their job duties.

### Supportive Services Available

WIA supportive services allow a student to use up to \$500 for the purchase of uniforms, tools, and state licensing exams that are directly related to their employment. The method of disbursement of the supportive service funding is through a voucher. The CREW counselor determines the disbursement of the funding based on the student's needs and eligibility criteria.

### Eligibility

For a student to obtain supportive services through WIA certain requirements are needed:

- The student should be in the last semester of their academic program, seeking employment following graduation.
- The student must have a wage gain upon employment or advancement.
- The student must meet by appointment with a CREW Career Counselor to determine eligibility.
- The student must contact the counselor each month to provide an update on their job search progress and then to report their employment.
- Upon receiving services from the CREW center, the student must provide documentation of employment.

### Eligible Programs at JCTC

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| <ul style="list-style-type: none"> <li>• <b>Nursing</b> <ul style="list-style-type: none"> <li>○ Registered Nursing</li> <li>○ Practical Nursing</li> <li>○ Certified Nursing Assistant</li> </ul> </li> <li>• <b>Radiological Technology</b></li> <li>• <b>Nuclear Medicine</b></li> <li>• <b>Physical Therapy Assistant</b></li> <li>• <b>Occupational Therapy Assistant</b></li> <li>• <b>Respiratory Care Program</b></li> <li>• <b>Surgical Technology</b></li> <li>• <b>Fire &amp; Rescue Science Technology</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Medical Administration</b> <ul style="list-style-type: none"> <li>○ Billing and Coding</li> <li>○ Transcription</li> <li>○ Medical Office</li> </ul> </li> <li>• <b>Information Technology</b> <ul style="list-style-type: none"> <li>○ A+</li> <li>○ C++</li> </ul> </li> <li>• <b>Engineering Technology</b></li> <li>• <b>Culinary Arts</b></li> <li>• <b>Other programs may be eligible, please contact us.</b></li> </ul> |
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## As a Faculty Member, How Can You and Your Students Benefit?

Do your students need licenses, tools, equipment, or uniforms to gain employment within their chosen field of study?

If you answered yes to this question, CREW would like to meet with you to develop a plan of action to provide these benefits to your students.

## To get started with this process we need you to complete the following steps:

- **Contact a CREW** staff member to set-up an appointment to customize and learn more about the benefits for your program.
- **Identify Needs:** What do your students need for employment? (licenses, tools, equipment, uniforms) What are the typical costs associated with these?
- **Identify Timelines:** CREW needs to know what part of the academic year students will encounter these needs. During our discussion with you, we will develop a format for delivering these services that best meets the needs of your student population.
- **Implement Services:** Students will benefit from these services through the partnership with CREW and faculty members.

## Give Me an Example of How This Would Work

### *Practical Nursing*

- Practical Nursing students are required to take the NCLEX exam to practice.
- Graduating nursing students need uniforms prior to beginning employment.
- Faculty member contacts the CREW Center to schedule a group enrollment 2 months prior to the date needed. The needs of the students are provided and eligibility is reviewed for enrollment preparation.
- During the enrollment, the counselor explains WIA Supportive Services and the eligibility requirements. This may take 30-60 minutes to complete.
- Eligible students are given a timeframe for all necessary information to be turned into the counselor to generate a voucher.
- The student contacts the CREW counselor 2 weeks before the voucher is needed to set-up an appointment.
- At the appointment, the student provides a letter of employment on company letterhead, stating the start date, job title, and wage information.
- The voucher is released to the student and supportive services are finished.
- If the student is not employed within 30 days of completing the paperwork, the student is required to stay in contact with the counselor once a month through emails or phone calls to continue supportive services.

**\*\* Please keep in mind this is only an example. CREW can be very creative to customize to your needs.**