

WORKFORCE INVESTMENT ACT (WIA) INFORMATION
New Hanover County Residents

- **You must be a *New Hanover County Resident*.** If you are a resident of another county, you need to apply in that county.
- **You will be required to enroll in the WIA Program as a Continuous* Full-Time** student.** WIA will only pay for your books, tuition & fees. WIA does not pay anything directly to the student, and normally we will not reimburse the student for tuition costs.
- YOU MUST BE ABLE TO **COMPLETE** YOUR COURSE OF STUDY IN **2 years or less**. WIA does not pay for any course not in your major. You must be **accepted in your major** by the school at the time you enroll in WIA. WIA does not pay for any “pre major” courses of study or for any courses not passed.
- You will be required to turn in attendance forms signed by your instructor as proof of attended class. You must report to the ESC office every two weeks as scheduled to turn in your attendance sheets, failure to turn in *signed* attendance sheets will result in termination from the program. In addition, you are required to provide your class schedule, syllabus, receipts and grades to your case manager.
- We have limited funding, so please make sure you are committed to completing our program. If you know that you will have to quit school when your unemployment runs out, please do not apply. Participating in the WIA program **will not** extend your unemployment benefits. You will probably need to get a job & work while attending school. You will be required to attend school Full Time, even if you are working.
- This is not an entitlement program. It is based upon need. If you already have a degree, you may not be qualified for more educational benefits. A WIA Caseworker will determine if you are eligible. **Based on your prior work experience, education, and transferable skills, you may not be eligible to receive training.**
- ***YOU NEED TO BE REGISTERED WITH ESC TO APPLY.* Please register with ESC before applying.**

* attend consecutive semesters with no breaks

**a full time student is a 12 credit hours Fall & Spring semester, 6 credit hours Summer Session.

WIA PROGRAM
New Hanover County Residents

The WIA Program is a federally funded program to assist eligible participants with training in order to return to the workforce. This program is not an entitlement program and eligibility is based upon federal requirements. Generally, this program will not pay for additional training if one already has a college degree or marketable skills.

This program may pay for retraining through the “On The Job Training Program” or through a school training program.

If you are interested in learning about these programs, please call the WIA Unit/ESC Office at (910) 251-5777 Ext. 241 for an appointment. When you come for your appointment, bring the following items. If you are having problems locating any, contact us prior to your appointment. We must have all required forms and documents before you can begin either of our programs.

****Once you have been determined eligible, you will be required to attend a FREE 3-day Employee Success Workshop, which will prepare you for your training.****

Meeting Date and Time: _____

Birth date and Age	- State Issued Government picture ID - Birth Certificate - School ID Card - Work Permit	
Citizenship	- Birth Certificate - Voter Registration Card - US Passport - INS Form - Alien Work Card	
Social Security Number	- Social Security Card - US Passport - DD-214	
Residential Address	- State Issued Government picture ID - Voter Registration Card - Utility Bills - Rent Receipts - School ID Card	
Family Income	- Pay Stubs or W-2 Forms - and Assistance verification from Dept. of Social Services (food stamp letter)	
Number in Family	- Birth Certificates for EACH family member or - Social Security Card	
Dislocated Worker	- Employers written notice of permanent layoff - Evidence of business closure	
Displaced Homemaker	- Copy of separation/divorce - Death Certificate	
Selective Service Registration	- Documentation of Registering for Selective Service if born after 1960 www.sss.gov (website to get this info)	