WELCOME

Your next step starts here.

WIOA Orientation

American Job Center at Yavapai College

CAREERS • TRAINING • SUPPORT

americanjobcenter®
AT YAVAPAI COLLEGE

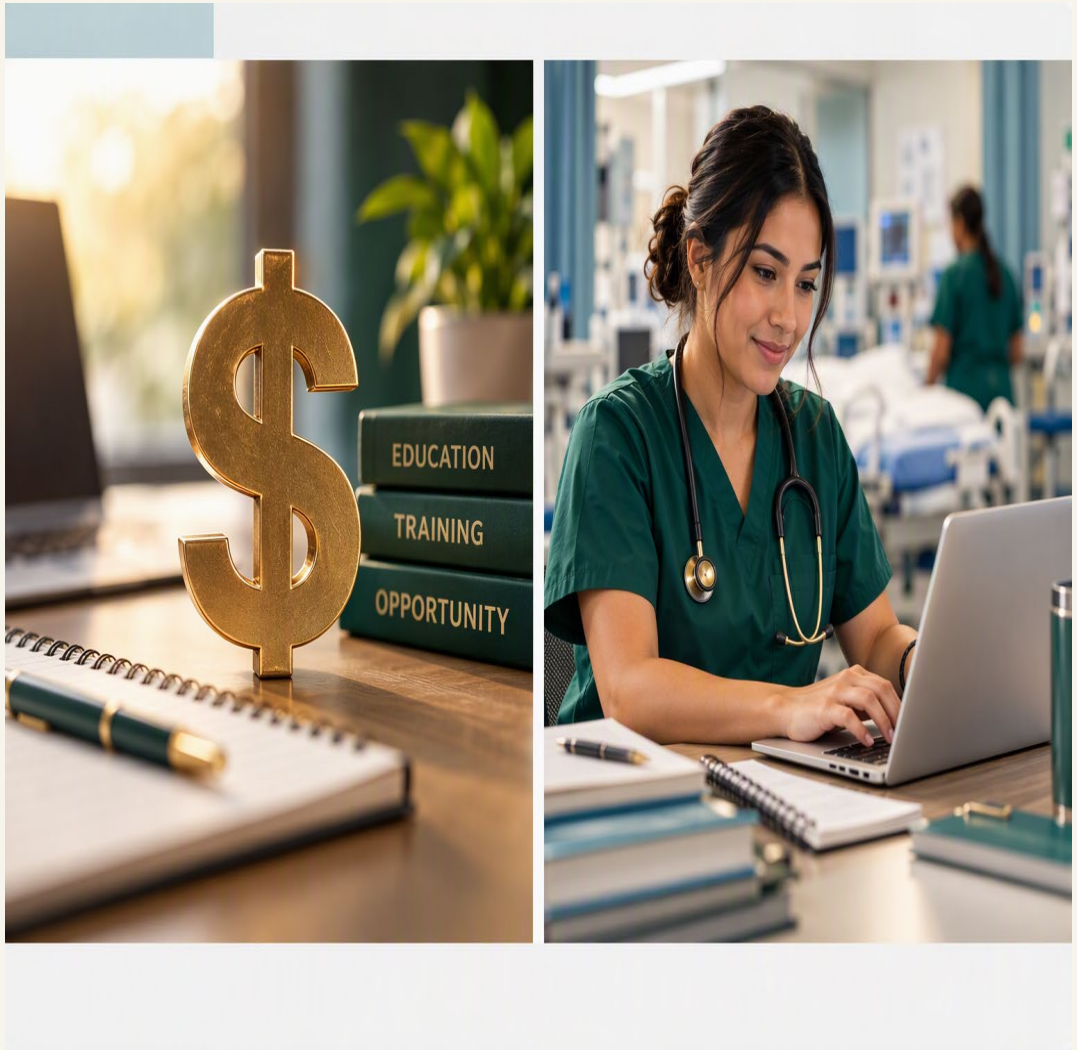
START WITH THE BIG PICTURE

What is WIOA?

Workforce Innovation and Opportunity Act

A federally funded program that helps job seekers access employment, education, training, and support services at no cost.

In Arizona, WIOA services are delivered through local One-Stop Career Centers and workforce partners.



MANY PATHS. ONE GOAL: EMPLOYMENT SUCCESS.

Who WIOA serves

18+

Adults

Seeking employment, reemployment, or career advancement.

01

Dislocated workers

Laid off, facing layoff, or navigating a major employment change.

14–24

Youth

Facing barriers to employment or education.

02

Priority populations

Veterans, low-income individuals, and individuals with disabilities.

Your Career Navigator will help determine eligibility and the best service pathway.

CORE PARTNER PROGRAMS

One network. Multiple ways to help.

Title 4 Vocational Rehabilitation

Services for eligible individuals with disabilities, with a goal of preparing for, entering, or retaining employment. Supports may include education and training.

Title 3 Wagner-Peyser Employment Service

No-cost job search assistance through ARIZONA@WORK, including Arizona Job Connection, résumé help, and online interviewing resources.

Title 2 Adult Basic Education

GED®/HSE and English language learning support, with classes for beginning through advanced learners.

Ask your Career Navigator which partner is the best fit for your goals.

PRACTICAL HELP FOR YOUR JOB SEARCH

Career services

- Job search assistance
- Résumé and interview coaching
- Labor market information
- Career assessments and planning

Build a clear plan and compete with confidence.



Training services



Training may include

- Tuition assistance for short-term training or certifications, up to $4,000
- Internships and work experience (WEX)
- Preparation for high-demand careers in healthcare, IT, skilled trades, and more

Funding and services depend on eligibility and an approved employment plan.

Supportive services

For eligible participants, support may include:

- Uniforms and work clothing
- Tools and required equipment
- Testing and certification fees
- Other approved supports connected to your plan

Talk with your Career Navigator before making a purchase.



EDUCATION, EXPERIENCE, AND MOMENTUM

Youth services



01 **Education support**

GED support and tutoring.

02 **Paid experience**

Work experience opportunities (WEX).

03 **Growth**

Leadership development and mentoring.

A CAREER NAVIGATOR GUIDES THE PROCESS

How do I qualify?

1. **Basic eligibility** — Income and barriers to employment
2. **Work authorization** — Authorized to work in the United States
3. **Selective Service** — Registration requirements may apply
4. **Program fit** — Requirements vary by age, income, and employment status

Eligibility is individualized. Bring documents and let your Career Navigator help sort out the details.

CONNECTED ACROSS YAVAPAI COUNTY AND ARIZONA

Where services are provided

You can access WIOA services through:

- American Job Center at Yavapai College
- ARIZONA@WORK Career Centers
- Partner organizations, including DES, community colleges, and nonprofits

ARIZONA

ARIZONA@WORK™

Innovative Workforce Solutions

A proud partner of the americanjobcenter network

Find a local center
arizonaatwork.com

FIVE STEPS FROM ORIENTATION TO ACTION

Your enrollment roadmap



Orientation

You're here

Navigator

Meet your guide

Screening

Review eligibility

Plan

Build your IEP

Launch

Begin services

Your Individual Employment Plan connects your goals to approved training, employment, and supportive services.

DOCUMENTS THAT HELP MOVE ENROLLMENT FORWARD

Come prepared

- **ID** — Government-issued identification
- **SS** — Social Security card
- **$** — Proof of income or employment history
- **DD** — DD214, if applicable
- **PA** — Public assistance documents, if applicable

Document needs vary. Your Career Navigator will tell you exactly what applies to your situation.

SET YOURSELF UP FOR SUCCESS

Three ways to get more from WIOA

01 Participate actively

Stay engaged in your job search, training, and scheduled activities.

02 Stay connected

Keep in touch with your Career Navigator and share changes promptly.

03 Ask early

Discuss barriers or needed supports before they interrupt your progress.

Your Career Navigator is your partner throughout the journey.

Equal Opportunity Is the Law

Equal Opportunity Is the Law

It is against the law for the State of Arizona, as a recipient of Federal financial assistance, to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical condition, sex stereotyping, transgender status, and gender identity), national origin (including Limited English Proficiency), age, disability, political affiliation or belief; and
- Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.
- Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

The State of Arizona must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity.
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

The Local Office
Patrick Kuykendall
Local Area EO Officer
ARIZONA@WORK-Yavapai County
Yavapai County Workforce Development Board
1015 Fair Street
Prescott, AZ 86301
Phone: (928) 442-5366
patrick.kuykendall@yavapaiaz.gov

Or

State of Arizona
Monica Sheble, Administrator
State WIOA EO Officer
Office of Equal Opportunity
Department of Economic Security
1789 W. Jefferson Ave. MD 51H3
Phoenix, Arizona 85007
Phone: (602) 364 -3976
Fax: (602) 364 - 3982
TTY/TDD: 7-1-1
Email: WIOAStateEOOfficer@azdes.gov

Or

Civil Rights Center
Naomi M. Barry-Perez, Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW
Room N-4123
Washington, DC 20210
Phone: (202) 693-6500
Fax: (202) 693-6505
TTY: (202) 693-6516

- If you file your complaint with the State of Arizona, you must wait either until the State of Arizona issues a written Notice of Final Action, or until 90 days have passed, (whichever is sooner), before filing a complaint with the Civil Rights Center (see address above).
- If the State of Arizona does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the State of Arizona to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the State of Arizona).
- If the State of Arizona does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Participant's Signature : _____ Date: _____

Career Planner's Signature: _____ Date: _____

Equal Opportunity Employer/Program 01/2022
Auxiliary aids and services are available upon request to individuals with disabilities.

READY TO GET STARTED?

WIOA is here to help you move forward.

Whether you are changing careers, returning to the workforce, or just getting started, support is available.

Prescott: (928) 776-2038
Camp Verde: (928) 649-5551
yc.edu/ajmc