

FUNDING STREAM
100% Federal Funding

REGION 2

WorkForce
WEST VIRGINIA

**Workforce Innovation &
Opportunity Act (WIOA)**

Information Pack & Application

A proud partner of the **AmericanJobCenter**[®] network

REGION 2 WorkForce WEST VIRGINIA

FOR MORE INFORMATION

Region 2 WIB Office
(304) 508-2696

Cabell County Office(s)
2699 Park Avenue | Suite 210 | Huntington, WV 25704
Mailing: PO Box 9009 | Huntington, WV 25704

Logan County Office(s)
130 Stratton Street | Suite 116 | Logan, WV 25601
PO Box 600 | Logan, WV 25601

CONTACTS

Office Staff:

- Melissa Bias – Executive Director
mbias@wvregion2.org • Office: (304) 759-8763 • Cell: (304) 544-5482
- Malissa Dishman - EO Officer/Rapid Response • Business Services
mdishman@wvregion2.org • Office: (304) 519-4758

WIOA - Adult/DW Staff

- Chris Grimm – WIOA Lead Supervisor/Adult Case Manager
Cabell, Wayne, Putnam, Lincoln counties
cgrimm@wvregion2.org • Office: (304) 584-1451
- Courtney Harrison – WIOA Adult Case Manager
Logan, Boone, Lincoln counties
charrison@wvregion2.org • Office: (304) 239-1003

WIOA - Youth Career Planner Staff

- Heather Merritt – WIOA Lead Youth Supervisor/SNAP E&T Case Manager
hmerritt@wvregion2.org • Office: (304) 693-2530 • Cell: (304) 544-5756
- Amanda Brubaker – Youth Career Planner
abrubaker@wvregion2.org • Office: (304) 508-2696 x118 • Cell: (304) 962-3456
Cabell, Lincoln, Wayne and Putnam Counties
- Patricia Baker – Youth Career Planner
pbaker@wvregion2.org • Office: (304) 544-5643
Boone, Logan and Mingo Counties

wvregion2.org

The program is funded 100% with Federal funds in the amount of \$1,995,130.00 under the Workforce Innovation Opportunity Act, no non-governmental funding sources are used. Dial 722 for auxiliary aids and services are available upon request to individuals with disabilities. An equal opportunity employer/program. A proud partner of the American Job Center Network. EO Officer: Malissa Dishman • mdishman@wvregion2.org 304.508.2696

TDD: (304) 558-1549

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SUCCESS STORIES

Jeremy James accomplishes a life goal



Jeremy James enrolled in the Region 2 Youth Program in January 2020. When he enrolled, he wasn't sure what he wanted to do. He wasn't afraid of hard work, but he wanted to get into a stable career. He had already dropped out of college once and was afraid that he would never be able to pay for a college education due to a lack of family support in completing the FAFSA.

To build Jeremy's confidence and guide him toward a career path, youth staff worked with him on gaining additional certifications and developing his resume. They also referred him to Goodwill's Hire Attire program, where he was outfitted head to toe with professional interview clothing. Jeremy assisted staff as a greeter for the Region 2 Youth Job Fair and acted as a youth guest speaker for the February Youth Council meeting as Leadership Development activities. In the spring of 2020, Jeremy participated in the EZSTART class, which prepares youth to be successful in post-secondary training.

After successfully completing the course, Jeremy worked a few jobs but still struggled to gain traction toward a career. His career planner kept up with him, offering career counseling and promoting training opportunities. Finally, in September, he decided to use ITA funding to attend Truck Driver Training through PIA Jump Start in Dunbar. He completed the training, obtained employment through Swift Trucking and then transitioned from Swift to KC Logistics so that he could drive a local route and be home every night. All the while, he regularly signed the Union books at IBEW 317 in Huntington. His dream was to be able to work through the Union. Finally, in March of 2021, he was called to his first union job and has been working through them ever since.

At his current rate of pay, Jeremy will earn over \$50k over the coming year, and he loves his job. He has purchased a reliable vehicle and has moved into his own apartment, accomplishing his goal of becoming financially independent.

OSY the difference maker for Shelly Crisley



When Shelly Crisley joined the Region 2 Out of School Youth Program she knew she needed to follow a different path for her career goals.

Shelly was not able to financially afford to pursue any skills training or higher education after high school. Shelly's days consisted of a part-time position at a local restaurant and various child care opportunities with friends of the family.

She had always wanted to pursue a career in healthcare or business and had the dream of someday owning her own business.

Shelly was introduced to the Region 2 OSY program by a WorkForce West Virginia professional when she was looking for new opportunities in employment. Together, they went through the WIOA application, the OSY program requirements

and made the connections for Shelly to start training.

Shelly was accepted into the program and immediately began her education and training as a Medical Assistant. She was granted all the tuition costs, as well as the costs for supplies and materials.

After only one year of training, Shelly was awarded her certification as a Medical Assistant. Within one week of her graduation, Shelly was working at a regional medical facility with a team of cardiology specialists. She went from a part-time position bringing home \$13,000 annually to a full-time position making \$27,500 and full health benefits, paid time off, and a retirement savings plan.

The Region 2 OSY program is specifically designed for youth from the ages of 18-24 that want to further their education and career. Learn more at www.wvregion2.org.

Work Based Learning Services benefits all involved



Greg was a WIOA referral from the career planner to the **Work Based Learning Services Program**. He was at the time an adult job seeker who was registered at the Workforce office. He was having difficulty locating employment, due to past issues and work history.

A local mattress factory was interested in hiring him as a production worker but was unsure about his work history and

knowledge of the material. Greg was interviewed and was able to use the Worked Based Learning Program to assist in training.

Greg was placed on an On-the-Job Training (OJT) contract for 500 hours to prove to the company that he could be a quality employee that he could rely on. Today, Greg is working at a local addiction recovery house as a recovery coach. The mattress factory was happy to use the WBLS program to help individuals back into the workforce to gain necessary skills for employment. Greg was able to complete the WBLS program and gain necessary skills and work history to successful gain employment in a career of his interest.

Challenges become opportunities with WIOA assistance



One of the local recovery programs reached out to Region 2 with an adult referral. Ron Baker had been prescribed pain killers for an injury he had and became addicted to them. He, along with his family, recognized the challenge and was accepted into recovery.

Ron was progressing through his recovery program and was ready to re-enter the workforce. After the referral,

Ron was helped with the WIOA application and was accepted

into a training program at Mountwest Community & Technical College. After only one week of training, Ron was awarded his certification in Deckhand Basic Training. He was immediately recruited by a company based in Wheeling, West Virginia and now works a full-time job that has him working 14 days on and 14 days off. During those 14 days off, Ron continues his recovery journey.

Ron attributes the WIOA program with creating a viable future for him and his family. He continues to advocate for the program with many of his friends.

Don't tell Kelly Willis she can't do something



When Kelly Willis was growing up in southern West Virginia, she was always told that she could be whatever she wanted to be if she worked hard and didn't give up. When she told her parents that she wanted to be a welder, they encouraged her to chase that dream.

Kelly Willis reached out to a few local facilities that actively employed welders and tried to get an internship, a job-shadow, anything that would help her learn more. With a few rolling eyes, she was turned down at every location. Frustrated but not defeated,

Kelly researched what she needed to do in order to learn the craft and secure gainful employment.

That's where she ran across the Work Based Learning Services Program and she registered with the WorkForce office to learn more. With their assistance, she was able to convince two local companies to give her the chance she so desperately wanted. The WBLS program provided Kelly an OJT contract and reimbursed the employer for her compensation while she trained with them.

Today, Kelly is a maintenance technician that works within the automotive industry, making a comfortable living and working her dream job.

SUCCESS SUCCESS STORIES

WIOA EMPLOYMENT PROGRAMS

- ON THE JOB TRAINING
- INCUMBENT WORKER TRANSITIONAL TRAINING
- CUSTOMIZED TRAINING • APPRENTICESHIP

On the Job Training (OJT)

On the job training is defined as occupational training by an employer that is provided to a paid WIOA participant while engaged in productive work in a position that the WIOA participant has limited or no experience.

1. Employer organized as public, private, or non-profit.
2. Eligibility Review - Employer
 - A. Be up to date on all taxes, unemployment and workers' comp
 - B. If previous OJT contracts need successful retention of participant.*
 - C. Pay meet \$10 an hour or minimum wage for 18-24*
 - D. No lay-offs in that position last 12 months*
 - E. Time limit with approved curriculum
 - F. In business for 1 year*
 - G. Filled in 45 days*
 - H. Union agreement by signature if applicable
 - I. Specific by job title*
3. WIOA Participant Worker Qualifications*
 - A. Meets WIOA eligible standards - dislocated worker, adult, youth 16-24
 - B. Score level 4 WorkKeys 3-Assessments
 - C. Referral from employer same requirements
 - D. Approved by funding source before hired.

*R2 concept or regulation

Incumbent Worker (IW)

An incumbent worker is employed, meets the Fair Labor Standards Act requirements for an employee-employer relationship, and has a history of employment with the employer for 6 months or more. The employer is the customer of Region 2 and must qualify under WIOA Section 134(d) (4) and 680.970 which must increase the competitiveness of the employee or employer. A region may spend up to 20% of dislocated and adult formula funds. Funding may come from formula or WIOA discretionary funds for statewide incumbent worker training, which could involve more than one employer as could the formula funds. The employer must participate in the cost of training, R2 will reimburse 40%.

The following six considerations must be documented:

1. Characteristics of the incumbent workers to be trained, the extent to which they historically represent individuals with barriers to employment as defined in WIOA Section 3(24) and how they will benefit from retention, advancement, or pay increase.
2. Quality of training, industry recognized credentials, advancement, etc.
3. Number of participants the employer plans to train or retrain.
4. The wage and benefit levels of participants before and after training.
5. The employer must not have laid-off for 12 months in the occupation or job title and must make a commitment to retain or avert the layoff of the incumbent worker(s) being trained.
6. The employer must not be delinquent in unemployment insurance, workers' comp, compensation taxes, county taxes, or any penalties, or interest on fines.

Transitional Job (TJ)

Transitional job provides a limited work experience that is reimbursed at a rate not greater than 75% of hourly wage for a period not greater than four weeks or 60 hours, and TJ participants may be subsidized for no greater than 40 hours a week. To qualify the employer must be classified as public, private or non-profit sector and have a business license. The participant must be hired by the employer and have barriers such as but not limited to chronic unemployment to inconsistent work history, or be receiving a form of public assistance from government source. This category is designed to enable a participant to establish a work history, demonstrate work success including basic job skills, and develop skills that will lead to unsubsidized employment. The participant, in addition to the 60 hours of employment, may be required to attend 15 hours of soft skills training, career counseling, etc, and will receive a stipend for attendance during the four weeks. It is anticipated that if the employer retains the participant beyond the four week period a new agreement will be developed to reflect the requirements of an OJT agreement and the employer will be reimbursed at a rate of 50% for a period not to exceed 300 hours of clock time. WIOA regulations allow Region 2 to reserve and spend maximum 10% of their combined total of adult and dislocated worker formula funds.

Customized Training (CT)

Customized training allows a single employer or group of employers to train non-employee in a set of needed skills in an area. The employer or group then hires the trained individuals. The same requirements apply to employers and they must share in the cost. The maximum we will reimburse is 40%. Participants must meet eligibility requirements. An OJT contract is possible based on individual situations.

Apprenticeship

Employees must be registered, which will require meeting with Department of Labor (DOL) apprentice specialists and following WIOA and DOL requirements. DOL requirements include an approved curriculum, skill pathway with scheduled pay increases, and meeting all other registration requirements.



PLEASE READ EVERYTHING CAREFULLY AND SIGN ALL DOCUMENTS!
WIOA Fact Sheet

- You are here today to determine WIOA eligibility. Please wait until you speak to a WIOA Career Planner for specific information.
- WIOA eligibility does not guarantee funding for training costs.
- The WIOA Career Planner will set up an initial appointment. Your appointment will be scheduled after completing your WORKKEYS assessments.
- You must meet with a WIOA Career Planner to review your WORKKEYS Assessment scores and to review your work history and current skills. At that time, you will be able to ask questions and discuss options.
- You must meet certain requirements for training that will be explained in detail once you meet with a Career Planner. Remember that the WIOA process takes time and requires the customer to follow the policies and procedures outlined by the Region 2 Workforce Investment Board.

Eligibility is conducted in Huntington on Thursdays at 8:45 a.m. and in Logan on Wednesdays at 8:45 a.m. Allow 4 hours on the day of eligibility for assessments. ***NO FOOD, NO DRINKS AND NO CELL PHONES ARE ALLOWED IN THE ROOM WHEN TAKING THE WORKKEYS ASSESSMENT!***

For additional information call (304) 508-2696.

ATTENTION:

If you are receiving Unemployment Compensation, or have Exhausted Compensation without returning to work, the only documentation for WIOA eligibility is as follows: This documentation is required for the Dislocated Worker ONLY.

- Proof of citizenship (see next page for acceptable documentation)
- Photo Identification
- Proof of residence (see next page for acceptable documentation)
- Social Security Number verification
- Proof of Unemployment Compensation or layoff letter from employer
- If male age 18 and above, Selective Service Registration verification
- DD-214 for Veteran Status-if applicable

Adults seeking WIOA eligibility determination must provide ALL documentation on the following page including family size and income.

Workforce Innovation and Opportunity Act (WIOA) Eligibility Certification Documentation List

Region 2 consists of the following counties: Boone, Cabell, Lincoln, Logan, Mingo, Putnam & Wayne.

You must be a resident of, or dislocated from, one of the above counties to be eligible in Region 2.

Should you have any questions, you may call (304) 508-2696

(Eligibility Requirement / Acceptable Documents) MUST HAVE ONE DOCUMENT FROM EACH ITEM WHERE APPLICABLE

1. Citizenship / Alien Status

Document Provided: _____

Birth certificate, public assistance records, any government document with birthplace; foreign passport stamped eligible to work, naturalization certificate, US passport, DD214 report of transfer or discharge from military if place of birth is shown, alien registration card indicating right to work (INS forms 1-151, 1-551, 1-94, I-68SA, I-197, 1-179), if place of birth is shown: hospital record of birth, marriage certificate, baptismal certificate, Native American tribal records

2. Date of Birth

Document Provided: _____

Birth certificate, hospital record, baptismal record, federal-state-local ID card, driver's license, public assistance/social service records, school records/ID, work permit, tribal records, Department of Vital Statistics records

3. Social Security Number (must show #)

Document Provided: _____

Social security card, DD214, employment records, agency printout, unemployment records, W-2, IRS 1722

4. Income

Document Provided: _____

Pay stubs for the past two (2) months, Notarized letter of financial support, social security benefits, public assistance records, housing authority verification, compensation award letter employer statements, alimony agreement, bank statements, UI documents and/or printouts, court award letter, veterans administration award, pension statements

5. Family Size

Document Provided: _____

birth certificates, most recent tax return, social security cards of all family members, public assistance records, landlord statement, divorce decree, medical card

6. Photo ID

Document Provided: _____

State Issued Document, military ID, school ID

7. Residence (must show current physical address)

Driver's license, utility bill, rent receipt with address, food stamp record, property tax records

8. Public Assistance Recipient (if applicable)

Document Provided: _____

Benefit payment verification, public assistance records, copy of public assistance check, medical card showing cash grant status, refugee assistance records, public assistance identification card, food stamp card w/current date, letter from food stamp disbursing agency, postmarked food stamp mailer with acceptable name and address

9. Selective Service

Document Provided: _____

(All males born 1960 or after; 18 years of age & over)

Selective service registration card, internet verification (can be printed at www.sss.gov/records.html)

10. Veteran Status (Must have DD214) (if applicable)

Document Provided: _____

11. Dislocated Worker (if applicable)

Document Provided: _____

Verification from employer, notice of layoff; UI records,

12. Disability Status (if applicable)

Document Provided: _____

Voc-rehab letter, Veterans Administration letter or records, Worker's Compensation records, physician statement

13. Registered with WorkForce West Virginia

Document Provided: _____

The WorkKeys assessment you are required to complete is part of the WIOA eligibility process. The levels you attain will be discussed with our Career Planner, who will explain your scores as compared to your entry levels needed to meet to qualify for classroom training or employment.

Funding from WIOA may or may not be available at this time, but other funding sources will be discussed. Part of the criteria for receiving funding from the WIOA program, is the person applying cannot have any loans in default and should be noted that funding may not be available for classroom training but may be for selection for on the job training contracts with employers.

Your interest in improving your skills demonstrates a commitment to your future and the future of West Virginia. This in turn helps to build a better and stronger workforce.

Melissa Bias
Melissa Bias
Executive Director

Workforce Innovation and Opportunity Act (WIOA) and the Eligibility Process

In order to participate in WIOA you must first be registered with the WORKFORCE West Virginia Center (Job Service). The WIOA program is a "work first" program, designed to assist those who have actively sought employment, yet have not successfully obtained employment due to jobs not being available in the field they are qualified for, or they lack skills required in a particular field of interest. The WIOA program offers a one-time training opportunity to those who are eligible. You must be determined eligible in either the Dislocated Worker or Adult funding stream in order to participate. Dislocated Worker funding is based on whether you have been / will be laid off, are receiving unemployment compensation, or are a displaced homemaker (definition provided in packet). Adult funding is determined according to your household income and family size (we have specific guidelines to follow). You will need to complete this packet and bring in one item from each of the categories listed in the application packet. Once the verification and application are complete, you will take the WorkKeys assessments. You will be scheduled to meet with one of the Career Planners to review the results of your assessments and determine what services/training program WIOA offers that best suits your needs.

Information about WorkKeys

ACT has a website that explains WorkKeys and provides sample problems. The web address is: <http://www.act.org/workkeys/>. On the left of the page, click on the word "assessments", and then choose the assessment you would like to practice. If you do not have internet access, you may use the Learning Center computer lab. Below, you will find a brief description of the three (3) assessments to be taken.

Applied Math

Measures your skill in using mathematical reasoning to solve work-related problems. You set up and solve problems like those that actually occur in a workplace. A calculator may be used and a formula sheet is provided. It contains 34 multiple-choice questions divided into five (5) levels. Level seven (7) being the most difficult, level three (3) being the least difficult.

Workplace Documents

Measures your skill in reading and how you use work-related information including instructions, policies, memos, bulletins, notices, letters, manuals, and governmental regulations. It contains 35 multiple-choice questions divided into five (5) levels. Level seven (7) being the most difficult, and level three (3) being the least difficult.

Graphic Literacy

Measures your skills with workplace graphics, flowcharts, gauges, and maps. There are five levels of difficulty. Level 3 is the least complex and Level 7 is the most complex. You will compare, summarize, and analyze information found in related graphics. There are 38 questions.

Disability Accommodations

Examines documenting (no more than five 5 years old) physical or learning disabilities who cannot complete the Work Keys assessments in the standard time limits using standard materials, and under standard conditions, may be tested under special conditions. Proper documentation must be provided in order to determine eligibility for accommodations such as large print test, Braille test format, extra time or other requested accommodations. **You may request the Application for Disability-Based Accommodation for the WorkKeys Assessment from the eligibility staff. Documentation may not be more than 5 years old.**

Region 2 WIOA Intake Application

CONTACT INFORMATION

Social Security Number: (Last 4 Digits) _____		Date of Birth: ____ / ____ / ____			
Name: _____					
Last Name		First Name		Middle Initial	
Address: _____					
Street/PO Box		City	State	Zip	County
Primary Phone (_____) _____		Alternate Phone (_____) _____			
E-Mail Address (optional): _____					

CHARACTERISTICS

Do you have a disability? YES NO

If YES, does your disability result in a substantial barrier to employment YES NO

If you answered YES to any question above, please briefly explain disability: _____

Have you ever been convicted of a felony? YES NO If YES, Please Explain: _____

Do you have limited english? YES NO

Are you homeless? YES NO

Have you received WIOA Funds within the past five years? YES NO

CITIZENSHIP

Are you a United States Citizen? YES NO

If NO, are you authorized to work in the United States? YES NO Card # _____

If Male, are you registered with Selective Service? YES NO Card # _____

EMPLOYMENT INFORMATION Please list last 10 years of employment history

Are You Currently Employed? YES NO

If YES Employer: _____

_____/_____/_____

Start Date	Job Title	Hourly Wage	Avg Hrs/Wk
------------	-----------	-------------	------------

Continued list last ten (10) years of employment history:

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

Employer: _____

City, State, Zip: _____

Job Title: _____

Dates Employed: ____/____/_____ to ____/____/_____

Reason for Leaving: Lay-Off Termination Quit Other

EDUCATION (Please begin with the most recent.)

Highest Grade Completed: High School Diploma GED HS Dropout College ___ Yrs/Sem College, Type of Degree: _____

Name of School _____ City _____ State _____
Date of Graduation ____ / ____ / ____

Are You Currently Attending School/Training? YES NO

If YES, Program: _____

Training Institution _____ City _____ State _____

Are You Receiving Financial Assistance for Education? YES NO

If YES, Type: _____

ADDITIONAL EDUCATION

Type of Training (i.e., Vocational): _____

Name of School _____ City _____ State _____
Date of Graduation: ____ / ____ / ____

CERTIFICATION (Please provide the information for all the certifications you have completed)

Certification Title: _____

Awarding Institution _____ City _____ State _____

Expiration Date: (if applicable): ____ / ____ / ____

LICENSES, SKILLS, QUALIFICATIONS AND ACHIEVEMENTS Please provide any additional information describing skills that can be related to employment. Examples: volunteer or leisure activities, ability to operate special equipment, membership in professional organizations, etc.

Check all that apply:

- Barber/Cosmetology
- Mining
- Construction/Renovation
- Professional Services
- Driver's License/CDL
- Real Estate
- General
- Safety
- Healthcare
- Other: _____

Title: _____

Additional Details/ Description: _____

Expiration Date (if applicable): ____ / ____ / ____

Experience: _____

FAMILY

Number In Family (including yourself): _____

Definition of Family according to the Workforce Innovation and Opportunity Act – The term "family" means two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A husband, wife, and dependent children.
- (B) A parent or guardian and dependent children.
- (C) A husband and wife.

ANNUAL FAMILY INCOME (Gross Amount)

\$ _____ **MUST PROVIDE DOCUMENTATION**

OTHER INCOME INFORMATION:

Food Stamp Recipient: YES NO Pension: YES NO
SSI/SSD Recipient: YES NO Other: YES NO
TANF Recipient: YES NO Specify:

MILITARY HISTORY

Are you a Military Veteran? If YES, Must Provide DDI14 YES NO
Are you a Recently Separated Veteran? (Up To 36 months from date of separation) YES NO
If Veteran, start date of Active Military Duty ____/____/____ end date ____/____/____
Did you serve in Active Duty in The U.S. Armed Forces during a war or in a campaign or expedition for which a campaign badge had been authorized? YES NO
Were You Discharged Or Released From Active Duty Because Of A Service-Connected Disability? YES NO
Has The Department Of Veterans Affairs Awarded You A Service-Connected Disability Since Your Release From Active Duty? YES NO
What Is Your Service-Connected Disability Rating?
If Less Than 30, Has The Department Of Veterans Affairs Determined That Your Service-connected Disability Results In A Serious Employment Handicap? YES NO

DISLOCATION INFORMATION

Are you a union Member? YES NO Name of Union: _____
Have You Been Laid Off Or Terminated From Your Most Recent Job? YES NO
What Was The Dislocation A Result Of: (Please Provide Documentation)
 Actual Layoff Notice of Closure Termination
 Notice of Layoff Actual Closure Self-Employed
 Quit Receiving U.I.
Name of Employer/Business _____
Months with Employer of Dislocation _____

Are You Are Displaced Homemaker?

Individual Who Has Been Providing Unpaid Services To Family Members In The Home And Who:
 Has Been Dependent On The Income Of Another Family Member But Is NO Longer Supported By That Income: **AND**
 Is Unemployed Or underemployed And Is Expecting Difficulty In Obtaining Or Upgrading Employment
 YES NO

I Attest The information Supplied On This Application Is True And accurate To The Best Of My Knowledge.

Applicant Signature

____/____/____
Date

REGION 2 WORKFORCE INVESTMENT BOARD GRIEVANCE PROCEDURE

- All Workforce Investment System participants have the right to file a grievance if they are adversely affected or prejudiced by an alleged violation of the Workforce Innovation & Opportunity Act.

Grievance: An actual or supposed circumstance regarded as just cause to protest or complaint.

Grievance Procedure

Step 1 ... The person having the complaint shall discuss it with his/her immediate supervisor/instructor within two (2) working days of becoming aware of the alleged occurrence. Supervisor/Instructor shall give a written response to grievant within three (3) working days.

Grievant accepts the decision or proceeds to:

Step 2 ... Grievant requests a review from the training provider/employer within two (2) working days

Training provider/employer gives a written response to grievant within five (5) working days and forwards a copy of the complaint and responses to Step 1 and Step 2 to the Region 2 Compliance Officer.

Grievant accepts the decision OR proceeds to:

Step 3 ... Grievant forwards grievance form within two (2) working days to:

COMPLIANCE OFFICER

Region 2 Workforce Investment Board

P.O. Box 9009

Huntington, West Virginia 25774

Workforce Investment Board staff reviews and/or investigates the complaint in an attempt to reach an informal resolution.

If an informal resolution cannot be reached, a formal hearing will be provided within 30 days of original filing date.

A written decision will be rendered to all parties within 30 days of hearing. An Individual alleging a labor standards violation may submit a grievance to a binding arbitration procedure if a collective bargaining agreement covering the parties to the grievance permits.

Step 4 ... If the grievant does not receive a written decision within sixty -days (60) of original filing date OR receives an unsatisfactory decision, the grievant has ten (10) days to request a review of the grievance by:

State WIOA Compliance Officer Workforce WV

1900 Kanawha Blvd. East. Bldg 3 3rd Floor Ste 3113

Charleston, WV 25305

The decision of the State WIOA Compliance Officer is final except where there is reasonable cause to believe the Workforce Innovation & Opportunity Act or regulations have been violated. If reasonable cause exists, either party may request a determination by the Secretary of Labor.

BY SIGNING this form you are attesting that you have received a copy of the Region 2 Workforce Investment Board Equal Opportunity Is the Law Regional EO Officer information, the State of West Virginia Equal Opportunity Policy Statement, the Civil Rights Statement and the Region 2 Grievance Procedures.

Signature _____ Date _____

CIVIL RIGHTS STATEMENT

EQUAL OPPORTUNITY IS THE LAW

As an APPLICANT/CLAIMANT, we welcome you to WorkForce West Virginia.

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; OR,

Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status or participation in any WIOA I-financially assisted program or activity.

The recipient must not discriminate in 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 program or activity; or making decisions in the administration of, or in connection with, such a 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.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think 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:

Leah S. Basford
WORKFORCE WV (Recipient)
1900 Kanawha Blvd. E. Building 3, Suite 300
Charleston, WV 25305
304-558-2632
WV Relay 7-1-1
leah.s.basford@wv.gov

OR

Naomi M. Barry-Perez, Director
Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue, NW, Rm. N-4123
Washington, DC 20210
(202) 693-6502
TTY (202) 693-6515 or electronically at
www.dol.gov/CRC

If you file your complaint with the recipient, you must wait until either the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. If the recipient does not give you a written Notice of Final Action within 90 days from the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the 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 recipient).

If the recipient 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 the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action. I acknowledge I have read this notice.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

RELEASE OF INFORMATION

PLEASE READ THE INSTRUCTIONS THOROUGHLY BEFORE MAKING YOUR CHOICE

Sharing Your Information

By participating in the WORKFORCE West Virginia system, you agree that Region 2 Workforce Investment Board and its Partners may access and use all of the information contained within your application in order to best assist you in obtaining employment and in determining your eligibility for training and other services. These services may include testing, assessment, placement services, career counseling, and we may share test scores and job eligibility data with our partners to best serve you. Personal information such as race, ethnicity, sex and disability status is being requested for federal record keeping and reporting requirements and is kept confidential; however, it may be shared with the Partners to determine your eligibility for specific programs.

All WORKFORCE West Virginia employees sign a Confidentiality Agreement

PLEASE CHECK THE BOXES BELOW, INDICATING HOW YOU WISH TO SHARE YOUR INFORMATION WITH WORKFORCE WEST VIRGINIA AND ITS PARTNERS.

- | | | |
|---|--|--|
| <input type="checkbox"/> WorkKeys Test Scores | <input type="checkbox"/> Assessments | <input type="checkbox"/> Eligibility Information |
| <input type="checkbox"/> Placement Services | <input type="checkbox"/> Career Counseling | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Job Eligibility | | |

I agree to the release of the information indicated above to:

- | | |
|---|---|
| <input type="checkbox"/> Job Service | <input type="checkbox"/> Workforce Innovation & Opportunity Act |
| <input type="checkbox"/> Other Partner Agencies | <input type="checkbox"/> Trade Adjustment Act |

I have read and understand this release and I have checked all the boxes that apply.

SIGNATURE OF WIOA PARTICIPANT _____ **DATE** _____

I DO NOT wish my personal information listed above to be released.

SIGNATURE OF WIOA PARTICIPANT _____ **DATE** _____

WITNESS _____ **DATE** _____

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**South Western West Virginia Region 2 Workforce Investment Board
WIOA DISCLAIMER**

ATTENTION CUSTOMERS

You have applied for eligibility determination regarding possible funding for training under the Workforce Innovation & Opportunity Act (WIOA) program in order to gain employment.

Please note that eligibility determination cannot be made until you have provided all the required documentation. Eligibility determination is just the first step of the required process you must complete. Once eligibility determination has been completed, you must then be assessed by a Career Planner.

Until your assessment has been completed and you have been given notification by your Career Planner of acceptance for participation in the program, ***you must not assume that the cost of your training will be funded by WIOA.*** You must be notified and referred by your Career Planner with an Individual Training Account (ITA) to the training provider of your choice, prior to enrollment, before payment for such training will be considered.

The staff of the WORKFORCE West Virginia Career Center and the Region 2 Learning Centers will assist you in any way possible to enroll in and complete the training agreed upon. However, the Career Planners are only responsible for completing a portion of your Individual Training Account (ITA). The remainder of your ITA must be completed by the approved training facility.

Please note that WIOA is funding for community college and vocational technical type training only, and the facility you wish to attend must be a facility approved by the Region 2 Workforce Investment Board.

There are specific policies that you must agree to follow in order to enroll in training. Those policies will be covered in the Memorandum of Understand that you will be asked to read and sign when you meet with your Career Planner.

In addition, until you are referred to a specific training site with an ITA, you must contact the WIOA staff in this office every 60 days to update your WIOA file, and remain active and eligible for training.

Eligibility does not constitute registration into the WIOA Program.

By signing this form, you are indicating that you understand the information contained above.

SIGNATURE OF WIOA PARTICIPANT _____ ***DATE*** _____

SIGNATURE OF WIOA Career Planner _____ ***DATE*** _____

**Workforce Innovation and Opportunity Act (WIOA) Participant Acknowledgment Form
In-Demand and High-Earning Occupations Verification**

Participant Name: _____
 Participant ID (if applicable): _____
 Date: _____

Purpose

This document confirms that the participant and WIOA Case Manager have reviewed and discussed current labor market information (LMI) identifying in-demand and high-earning occupations relevant to the participant's career and training goals. The information is based on the most recent data available from state and federal labor market sources.

Summary of Labor Market Information

The following occupations have been identified as **in-demand** and **high-earning** within the current labor market. Wage and compensation data reflect the most recent available statistics from the U.S. Bureau of Labor Statistics (BLS) and state workforce agencies.

Occupation Title	Median Annual Wage	Projected Growth (10-Year)	Typical Education/Training Required
Registered Nurse	\$81,220	6%	Associate or Bachelor's Degree
Software Developer	\$132,270	25%	Bachelor's Degree
Electrician	\$61,590	7%	Apprenticeship or Technical Training
Medical and Health Services Manager	\$110,680	28%	Bachelor's or Master's Degree
Data Analyst	\$103,500	23%	Bachelor's Degree
HVAC Technician	\$57,300	6%	Technical Certification
Cybersecurity Analyst	\$120,360	32%	Bachelor's Degree
Construction Manager	\$104,900	5%	Bachelor's Degree or Equivalent Experience
Dental Hygienist	\$87,530	7%	Associate Degree
Truck Driver (Heavy and Tractor-Trailer)	\$53,090	4%	Postsecondary Nondegree Award

Wage and growth data sourced from the U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics (OEWS), and state labor market information systems (2025 data).

Acknowledgment

By signing below, both parties confirm that the participant has been provided with and understands the current labor market information regarding in-demand and high-earning occupations. This information will be used to guide career planning, training selection, and employment goals under the WIOA program.

Participant Signature: _____

Date: _____

WIOA Case Manager Signature: _____

Date: _____

Case Manager Name (Printed): _____

Workforce Agency/Office: _____

Notes:

- This form should be retained in the participant's case file.
- Labor market data should be reviewed and updated annually to ensure accuracy and relevance.

NOTES:

EQUAL OPPORTUNITY IS THE LAW

• ***It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:***

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; **OR,**

Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship status or participation in any WIOA I-financially assisted program or activity.

• ***The recipient 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 program or activity; or making decisions in the administration of, or in connection with, such a 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.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

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

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If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with the CRC before receiving that Notice. 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 recipient).

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Regional EO Officer Information

<i>Region 1</i>	<i>Region 2</i>	<i>Region 3</i>	<i>Region 4</i>
Barbara Dawes 200 New River Town Center • 200 Beckley, WV 25801 (304) 253-3611	Malissa Dishman 2699 Park Avenue • 210 PO Box 9009 Huntington, WV 25704 (304) 508-2696	Michelle Painter 405 Capitol Street, Suite 506 Charleston, WV 25337 (304) 344-5760	Miranda Lough 600 18th St. Box 3 Parkersburg, WV 26101 (681) 588-0418
<i>Region 5</i>	<i>Region 6</i>	<i>Region 7</i>	
Erinn Kittle 1245 Warwood Avenue Wheeling, WV 26003 (304) 231-1170	Amy Hall 17 Middletown Road White Hall, WV 26554 (304) 368-9530	Stacy Swick 151 Robert C. Byrd Industrial Park Rd. #2 Moorefield, WV 26836 (304) 530-5258	



wwregion2.org

The program is funded 100% with Federal funds in the amount of \$1,995,130.00 under the Workforce Innovation Opportunity Act, no non-governmental funding sources are used. Dial 722 for auxiliary aids and services are available upon request to individuals with disabilities. An equal opportunity employer/program. A proud partner of the American Job Center Network. EO Officer: Malissa Dishman • mdishman@wwregion2.org 304.508.2696

TDD: (304) 558-1549

A proud partner of the  **AmericanJobCenter** network