



**WORKSOURCE GEORGIA MOUNTAINS**  
**P.O. BOX 2278, GAINESVILLE, GA 30503**  
**1856 THOMPSON BRIDGE ROAD, SUITE 3, GAINESVILLE, GA 30501**  
**(770) 538-2727 PHONE ♦ (770) 538-2729 FAX ♦ (888) 858-8232 TOLL FREE**

### **GUIDE TO WORKSOURCE GEORGIA MOUNTAINS ASSISTANCE**

1. Call and schedule to attend the required WorkSource Georgia Mountains Overview Session. At the Overview Session you will receive the required paperwork.
2. Register for the WorkSource Georgia Mountains Services by going to [www.workreadyga.org](http://www.workreadyga.org)
3. Apply for admission to a program which will train for a growth and demand occupation at the school you plan to attend (at technical colleges, take the ASSET or COMPASS entrance exams). To receive Workforce Innovation and Opportunity Act (WIOA) funding, the Training Provider and Program **MUST** be on the WorkSource Georgia Mountains Approved Providers and Program List, and you must enroll full-time (12 credit hours). Receive acceptance letter from the approved provider stating chosen program of study, and submit a copy of it to the WorkSource Georgia Mountains Intake Staff for your application packet.
4. All applicants, with the exception of the truck driving schools (CDL of GA, Daly's and Georgia Driving Academy) **MUST** apply for Financial Aid – PELL & HOPE, if applicable.
5. Before application can be processed, Legal Residency Affidavit [O.C.G.A. 50-36-1 (e)(2)] must be completed, signed and notarized. Mail or hand-deliver ORIGINAL form. **DO NOT FAX OR EMAIL.**
6. Do not sign any loan applications or contracts until WorkSource Georgia Mountains training is approved.
7. Forward by mail, fax or email all required paperwork to the WorkSource Georgia Mountains office; and contact WorkSource Georgia Mountains Intake Staff about progress and any concerns. **WORKSOURCE GEORGIA MOUNTAINS DOES NOT ACCEPT HAND-DELIVERED APPLICATIONS EXCEPT FOR ON TUESDAYS.**
8. Complete *applicable* skills assessment – CAPS, TABE, SAGE, O'NET Assessment, CDM, Asset, Mavis Beacon, COMPASS – and discuss selected training programs and suitability.
9. If eligible, meet with an assigned Case Manager to complete your WorkSource Georgia Mountains Enrollment Agreement, Individual Employment Plan, and receive necessary forms. Stay in contact with your Case Manager during training.
10. Complete training and any required testing for licenses and certifications.
11. Meet with your assigned Case Manager to review your program, submit your credential and discuss your employment status.
12. Within 30 days of completing training, update resume, visit placement office at school/Georgia Department of Labor (DOL) Career Center and discuss job search assistance with your WorkSource Georgia Mountains Case Manager.
13. Stay in touch with WorkSource Georgia Mountains Staff every three months for 12 months after training to update your employment status.