

The information in this packet will help you reference the information you hear during the overview session. Please ask any questions before you decide whether or not this grant money will work for you.

## OVERVIEW INFORMATION PACKET



P.O. Box 2278 Gainesville, GA 30503  
1856 Thompson Bridge Rd. Gainesville, GA 30501

Office- 770.538.2727 or 888.858.8232

Fax- 770.538.2729

Email: [adult-dw@gmrc.ga.gov](mailto:adult-dw@gmrc.ga.gov)

## WHO ARE WE?

WorkSource Georgia Mountains (WSGM) administers the Workforce Innovation and Opportunity Act (WIOA) Program and is funded by the federal government. Participants must be enrolled in training in a Growth and Demand Occupation through a local area approved school and live in, or have been laid off from, the Georgia Mountains Area- Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White County.

## HOW CAN WE HELP?

This federal grant does not have to be paid back, get claimed on taxes, or affect eligibility and amounts of unemployment benefits, government assistance, or financial aid being received.

**Training Funds** - assistance with up to \$10,000 of tuition, books, and required program supplies for up to 2 years

**Supportive Services** - reimburse transportation costs and childcare, if services are needed

## WHO CAN WE HELP?

- Youth (16 -24, not currently attending school, and other qualifying factors)
- Adults (18+, can be currently employed, new to work force, underemployed, etc.)
- Dislocated Workers (18+, currently on unemployment, laid-off from previous employer, etc.)

## HOW DO YOU APPLY?

First, attend the required Overview Session. This is where you will learn about eligibility guidelines, assistance offered, and review the application process. To find scheduled sessions call 770.538.2727, email Catherine Allen [callen@gmrc.ga.gov](mailto:callen@gmrc.ga.gov) or check the events tab of our Facebook page.



@worksource.gm



# GUIDE TO ASSISTANCE

- Apply for admission to a program that 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 an acceptance letter from the approved provider stating your chosen program of study, and submit a copy of it to the WorkSource Georgia Mountains Intake Staff for your application packet.
  - Apply for Financial Aid- PELL & HOPE, if applicable. Exceptions to this are applicants for truck driving schools, GED students, continuing education programs, and private training providers.
  - If the applicant previously attended a college or technical college, GPA will be verified by unofficial transcripts. If below a 2.0, students must go on their own until it is a 2.0 or higher.
  - Do not sign any loan applications or contracts until WorkSource Georgia Mountains training is approved.
  - Attend the required WorkSource Georgia Mountains Overview Session and receive the required paperwork. Submit 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. Complete applicable skills assessment – CAPS, TABE, SAGE, O’NET Assessment, CDM, Asset, Mavis Beacon, COMPASS – and discuss selected training programs and suitability.
  - Register for WorkSource Georgia Mountains Services by going to [www.worksourcegaportal.com](http://www.worksourcegaportal.com).
  - Accept SARA notifications.
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- Once eligible, meet with an assigned Case Manager to complete your WorkSource Georgia Mountains Enrollment Agreement, Individual Employment Plan and receive the necessary forms. Stay in contact with your Case Manager during training.
  - Attend class as scheduled and maintain at minimum a 2.0-grade point average.
  - Complete training and any required testing for licenses and certifications.
  - Once training is completed, meet with your assigned Case Manager to review your program, submit your credential, and discuss your employment status.
  - Stay in touch with WorkSource Georgia Mountains Staff every three months for 12 months after training to update your employment status.



# INCOME GUIDELINES

First, determine your family size. A family, for our purposes, lives in a single residence and often means:

- married couple and dependent children
- parent / guardian and dependent children
- married couple
- if you are age 18-25, and are being claimed on your parent's taxes, your family size counts as them, you, and any other of their dependents

Family of 1:

- If you are not married, have no dependents, and your parents do not claim you on their taxes
- If you have a documented disability and your family is over income
- If you are age 18-25, are being claimed on your parent's taxes but do not live at home and maintain a permanent residency in the WIOA area
- If you are 26 or older and living at home with parents you would be considered a family of 1

Using the chart below, locate the **6 month total household income** by using your family size and county. **Household income must be under the noted amount to be eligible for WSGM's services.**

- These numbers are for 6 months of GROSS income only. Income is based on last 6 months employment verification at date of application.

Program Years 2021 - 2022  
Effective May 1, 2021

Family Size	Hall County	Forsyth/Dawson	Other Counties
1	\$17,710	\$17,710	\$17,710
2	\$23,953	\$23,953	\$23,953
3	\$30,605	\$30,195	\$30,195
4	\$37,785	\$36,809	\$36,699
5	\$44,594	\$43,439	\$43,307
6	\$52,157	\$50,798	\$50,647
7	\$59,716	\$58,157	\$57,984
8	\$67,279	\$65,516	\$65,324
For each person over 8 add	\$7,563	\$7,359	\$7,340

Georgia Mountains



Connecting Talent with Opportunity  
A proud partner of the American Job Center network

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[@worksource.gm](https://www.facebook.com/worksourcegm)

## GROWTH & DEMAND OCCUPATIONS

WorkSource Georgia Mountains provides occupational specific skills training for industries that are stable or have projected growth in the 13-county North Georgia region comprised of the following counties: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White.

This list serves as a guide for in-demand jobs and is not meant to be an all-inclusive list of acceptable WIOA funded occupational skills training options. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. This list includes occupations that show a favorable mix of projected long-term job growth, projected annual job openings, and median wages. WIOA customers seeking training in an occupation not on this Demand Occupations List may discuss the appropriateness and relevance of the proposed training with their case manager for additional consideration. WIOA customers can learn more about additional occupations at [www.onetonline.org](http://www.onetonline.org). The following occupations have been determined to be growth and demand occupations for the WSGM as of April 1, 2019. For a complete list please visit our website: <http://www.gmrc.ga.gov/WorkforceDevelopment.htm>

Accountant & Auditor	Firefighter	Personal Financial Adviser
Agricultural Management	Graphic Designer	Pharmacy Technician
Assembler and Fabricator	Heating, Air Conditioning, and Refrigeration	Phlebotomist
Bill and Account Collector	Mechanic and Installer	Physical Therapist
Bookkeeping	Heavy & Tractor-Trailer Truck Driver	Plumber, Pipe fitter, and Steamfitter
Business & Administration	Human Resources Specialist	Police & Sheriff's Patrol Officer
Carpenter	Industrial Machinery Mechanic	Production Worker
Cashier	Industrial Truck & Tractor Operator	Project Manager
Cement Mason and Concrete Finisher	Janitor and Cleaner	Radiology Technologist
Childcare Worker	Landscaper and Groundskeeper	Registered Nurse
Clinical Laboratory Technologist	Licensed Practical Nurse	Retail Salesperson
Computer Information Systems	Logistics	Security Guard
Computer-Controlled Machine Tool Operator	Machine Setter, Operator, and Tender	Social Worker
Construction Laborer	Machinist	Software Developer
Cook	Maintenance & Repair Worker	Supervisor of Construction Trades &
Dental Assistant & Hygienist	Management Analysts	Extraction Workers
Electrical Power-Line Worker	Mechanics and Diesel Engine Specialist	Surgical Technologists
Electrician	Medical Assistant and Secretary	Teacher and Teacher Assistant
Emergency Medical Technician	Medical Records & Health Information Technician	Telecommunications
Engineer	Nurse Practitioner	Water and Wastewater Treatment
Farm worker, Laborer, Nursery/Greenhouse	Occupational Therapist	Plant and System Operator
	Paramedic	Welder, Cutter, Solderer, & Brazier



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## ELIGIBLE PROVIDERS & TRAINING PROGRAMS

The Georgia Mountains Workforce Development Board has approved the following providers/programs as occupational skills training providers/programs. Please adhere to the Training Provider's admissions deadline policy.

ATHENS TECHNICAL COLLEGE

[www.athenstech.edu](http://www.athenstech.edu)

BRENAU UNIVERSITY

[www.brenau.edu](http://www.brenau.edu)

CHATTAHOOCHEE TECHNICAL COLLEGE

[www.chattahoocheetech.edu](http://www.chattahoocheetech.edu)

CONSTRUCTION EDUCATION FOUNDATION OF  
GEORGIA

<https://cefga.org/>

DALY'S TRUCK DRIVING SCHOOL

[www.dalystruckdrivingschool.com](http://www.dalystruckdrivingschool.com)

EMMANUEL COLLEGE

[www.ec.edu](http://www.ec.edu)

GEORGIA DRIVING ACADEMY

[www.gadrivingacademy.com](http://www.gadrivingacademy.com)

GOODWILL OF NORTH GEORGIA

[www.goodwillng.org](http://www.goodwillng.org)

GWINNETT TECHNICAL COLLEGE

[www.gwinnettech.edu](http://www.gwinnettech.edu)

HEAVY EQUIPMENT COLLEGE OF GA

[www.georgiacc.com](http://www.georgiacc.com)

NORTH GEORGIA RESA

[www.ngresa.org](http://www.ngresa.org)

GaTAPP

Trial Basis as of 04/08/2019

PLAY TO LEARN

[www.myp TLC.com](http://www.myp TLC.com)

CHILD DEVELOPMENT ASSOCIATE (CDA)

Trial Basis as of 04/26/18

TARGETIT

[www.goTargetIT.com](http://www.goTargetIT.com)

KENNESAW STATE UNIVERSITY

[www.kennesaw.edu](http://www.kennesaw.edu)

LANIER TECHNICAL COLLEGE

[www.laniertech.edu](http://www.laniertech.edu)

MEDICAL INSTITUTE OF NORTHEAST GA

[www.ming101.com](http://www.ming101.com)

NORTHEAST GEORGIA RESA

[www.cicit.net/sn/clt/negaresa](http://www.cicit.net/sn/clt/negaresa)

NORTH GEORGIA TECHNICAL COLLEGE

[www.northgatech.edu](http://www.northgatech.edu)

PIEDMONT COLLEGE

[www.piedmont.edu](http://www.piedmont.edu)

PIONEER RESA

[www.pioneerresa.org](http://www.pioneerresa.org)

TARGETIT TRAINING & MENTORING

[www.goTargetIT.com](http://www.goTargetIT.com)

UNIVERSITY OF NORTH GEORGIA

[www.ung.edu](http://www.ung.edu)

BUSINESS ANALYSIS

Trial Basis as of 04/25/2019

ICODE ACADEMY

[www.ICODESacademy.org](http://www.ICODESacademy.org)

MEDICAL BILLING & CODING

Trial Basis as of 07/30/2020

LANIER TECH

[www.laniertech.edu](http://www.laniertech.edu)

CERTIFIED PRODUCTION TECHNICIAN

Trial Basis as of 07/30/2020

WSGM Eligible Training Providers and Programs can be reviewed at [www.workreadyga.org](http://www.workreadyga.org) under Education Services – Training Providers and Schools. Customers desiring to attend a provider that only appears on the State-approved list should contact WSGM for information on how a State-approved provider may be approved by the GMWDB.

Additional training providers may be added by the local Board as it is deemed necessary. Please be advised that this list is subject to change.

# ASSISTANCE

## TRAINING FUNDS\*

Used to pay for tuition, books, and required supplies. Tuition is paid first, if funding is left over then assistance with books and supplies may be given.

Tuition and books will be paid by voucher directly to the provider. Supplies will be paid by voucher or reimbursement depending on item/purchase location. No items paid for before eligibility date will be reimbursed.

Applicant can be eligible for training funds and not be eligible for supportive services depending on individual situations.

## SUPPORTIVE SERVICES\*

All applicants, must show a need to receive supportive services. These funds are reimbursements for travel and childcare expenses and are sent directly to participants bi-weekly.

**Transportation Reimbursement**  
\$5 per day

**Childcare Reimbursement**  
\$15 per day, per child,  
or \$200 max per week, whichever is less

**\*Submitting an Application to the WIOA program does not create entitlement to services. The program is based on eligibility, suitability, individual customer needs and funding availability.**

# KEEP IN MIND...

- Customers must be a resident of one of our 13 counties or laid off by a company whose business is/was within the Georgia Mountains service area. Our Service Area is comprised of the following 13 counties: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White.
- 6-month gross household income will need to be verified and meet Income Eligibility guidelines.
- Customer must be enrolled in an approved training program through an approved training provider.
- Customers must be able to complete their program in 2 years or less. Please speak with a program adviser and determine the length of your program. If it is less than 2 years, you should apply now. If greater, you should apply the semester before you reach the two year point.  
Note: If you are currently enrolled in the Healthcare Science certificate, Clinical Health Science, or an Interdisciplinary Studies program DO NOT APPLY with WSGM until you are applying for your intended degree program.
- Males born on or after 01/01/1960 must be registered for Selective Service or show proof of reason why they were not registered before the age of 26.
- Customers must be full-time students, normally 12 credit hours, or taking everything available for your program during the length of your training; OR a customer can be working full time (20 hours a week or more) and go to school part-time but must be able to complete a training program within 2 years or less.
- Customer with a marketable skill, as determined by WorkSource staff, may receive assistance if training will increase their current education level, improve employability and lead to a substantial wage gain
- Customer must be planning to work full time once training is completed.
- Customers who previously received funding from WSGM must have worked using their certification for 3 years and are returning to school to increase their education.

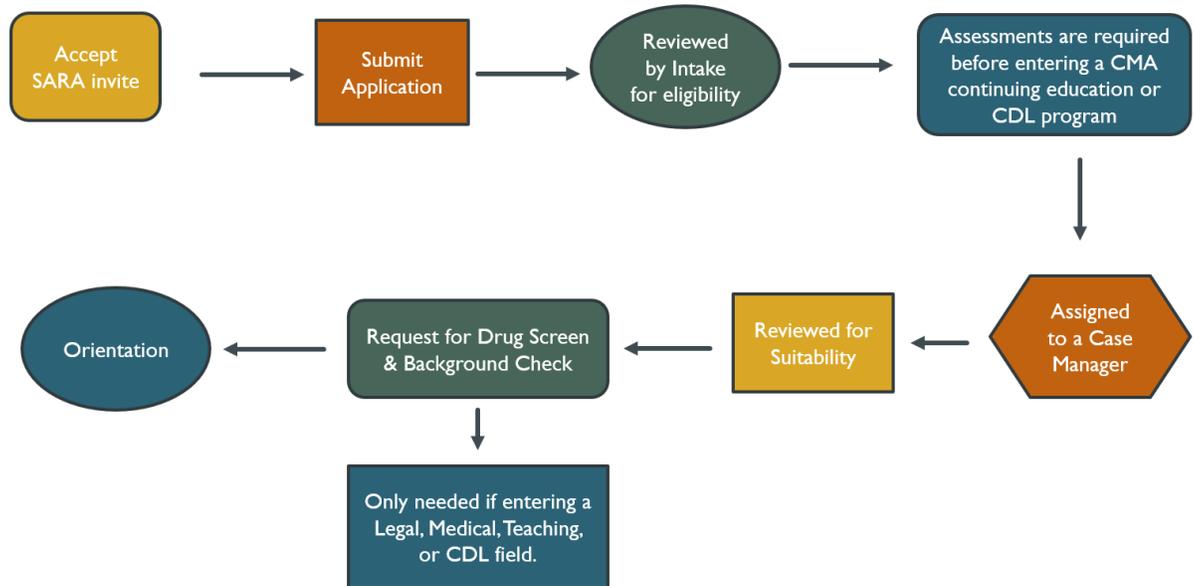
## GED APPLICANTS...

- Customers should first visit their local Adult Learning Center, sign up for GED classes and take the TABE (Test of Adult Basic Education) test. TABE scores must be at 8.0 or higher in Reading (Scale Score of 563 or higher) and Math (Scale Score of a 577 or higher) on the form 11 or 12 M.
- Customer must attend GED classes a minimum of 16 hours a week or per class schedule.
- Customer must be planning to transition to occupational skills training once their GED is completed.

**Be aware that meeting these guidelines is only part of the application process. Customers will also be evaluated for suitability once their file is reviewed by a Case Manager. Meeting the above guidelines in no way guarantees entrance into the program.**

# APPLICATION PROCESS

- ALL application paperwork and supporting documents must be complete and correct within 45 days of submission
- Completion of application does not guarantee admittance into the program



## Submit Paperwork

**Mail:** WorkSource Georgia Mountains

P.O. Box 2278

Gainesville, GA 30503

**Email:** [adult-dw@gmrc.ga.gov](mailto:adult-dw@gmrc.ga.gov)

**Fax:** 770.538.2729

## Hand Deliver Individual Documents to:

1856 Thompson Bridge Rd,

Gainesville, GA 30501

DO NOT MAIL YOUR APPLICATION TO THIS ADDRESS

## Helpful Contacts

**Catherine** (Outreach, T- F, 8-6):

[callen@gmrc.ga.gov](mailto:callen@gmrc.ga.gov) / 770.538.2732

**Danielle** (Outreach, M-Th, 8-6):

[davelar@gmrc.ga.gov](mailto:davelar@gmrc.ga.gov) / 770.531.4043

**Amarilyn** (Intake, Tu - F, 8-6):

[aneill@gmrc.ga.gov](mailto:aneill@gmrc.ga.gov) / 770.538.2727

**Dawn** (Intake, M-TH, 8-6):

[dbruce@gmrc.ga.gov](mailto:dbruce@gmrc.ga.gov) / 770.538.2721

**Main Office** (M-F, 8-6):

[adult-dw@gmrc.ga.gov](mailto:adult-dw@gmrc.ga.gov) / 770.538.2727

## Helpful Websites



@worksource.gm

- [GMRC.GA.GOV](http://GMRC.GA.GOV) (application paperwork)
- [WORKREADYGA.ORG](http://WORKREADYGA.ORG) (registration site)
- [MYNEXTMOVE.ORG](http://MYNEXTMOVE.ORG) (interest survey)
- [AMERICASVOS.COM](http://AMERICASVOS.COM) (job search website)
- [DOL.STATE.GA.US](http://DOL.STATE.GA.US) (job search website)
- [SSS.GOV](http://SSS.GOV) (men only-draft registration)
- [GATEWAY.GEORGIA.GOV](http://GATEWAY.GEORGIA.GOV) (CAPS & Food Stamps)

## Application Assistance

Open Application Assistance is available in our office every Tuesday from 10:30 am-12:30 pm. No appointment is needed.

# Babel Notice

**IMPORTANT:** This document contains important information about WIOA training guidelines including eligibility, application procedures, benefits and your rights. It is critical that you understand the information in this document. Translation assistance is available for WIOA services at <http://onestopworkgamtns.org/>. Scroll to the bottom right side of the page and click on the language dropdown. Telephone translation of this vital document is available at the WorkSource Georgia Mountains One Stop Center. Please contact (770)-538-2727 if you need telephone translation assistance.

**Background:** 29 CFR 38.9(g)(3): "Recipients must include a "Babel notice," indicating inappropriate languages that language assistance is available, in all communications of vital information, such as hard copy letters or decisions or those communications posted on websites."

## Spanish

¡IMPORTANTE! Este documento contiene información importante sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al (770)-538-2727 para pedir asistencia en traducir y entender la información en este documento.

## Chinese - Traditional

重要須知! 本文件包含重要資訊, 事關您的權利、責任, 和/或福利。請您務必理解本文件所含資訊, 而我們也將使用您偏好的語言, 無償為您提供資訊。請致電 (770) 538-2727 洽詢翻譯及理解本文件資訊方面的協助。

## Vietnamese

LƯU Ý QUAN TRỌNG! Tài liệu này chứa thông tin quan trọng về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. Hãy gọi (770) 538-2727 để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

## Tagalog

MAHALAGA! Naglalaman ang dokumentong ito ng mahalagang impormasyon tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. Tumawag sa (770) 538-2727 upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

## French

IMPORTANT! Le présent document contient des informations importantes sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. Appelez au (770) 538-2727 pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

## Haitian Creole

ENPÒTAN! Dokiman sa a gen enfòmasyon enpòtan ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. Rele (770) 538-2727 pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

## Portuguese

IMPORTANTE! Este documento contém informações importantes sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. Contacte o número (770) 538-2727 para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

## Arabic

مهم! يحتوي هذا المستند على معلومات مهمة حول حقوقك ومسؤولياتك و/أو فوائدها. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسوف المعلومات بلغتك المفضلة دون تحميل أي تكلفة. اتصل على الرقم (770) 538-2727 للحصول على مساعدة في ترجمة المعلومات الواردة في هذا المستند وفهمها.

## Russian

ВАЖНО! В настоящем документе содержится важная информация о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. Позвоните по телефону (770) 538-2727 для получения помощи в переводе и понимании информации, содержащейся в данном документе.

## Korean

중요! 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 중요한 정보를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. (770) 538-2727 로 전화하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.