

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 federally funded Workforce Innovation and Opportunity Act (WIOA) Program. To qualify, participants must enroll in training for a Growth and Demand Occupation at an approved local school and either live in or have been laid off from one of the following counties in the Georgia Mountains Area: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, or White.

## HOW CAN WE HELP?

This federal grant does not have to be paid back and does not impact taxes, unemployment benefits, or government assistance. It offers training funds of up to \$10,000 for tuition, books, and supplies for programs completed in two years, along with supportive services to cover transportation and childcare costs.

## WHO CAN WE HELP?

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

## HOW DO YOU APPLY?

Start by watching the **Overview Session**, then complete the **Assessment Form** to begin the application process. Scan the code or visit - <https://www.gmrc.ga.gov/wsgm-screening-tool1>

For more information, contact: 770.538.2727

Catherine Allen – [callen@gmrc.ga.gov](mailto:callen@gmrc.ga.gov)

Chris Highland – [chighland@gmrc.ga.gov](mailto:chighland@gmrc.ga.gov)



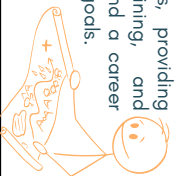
@worksource.gm

Equal Opportunity Employer/Program  
Auxiliary Aids Available Upon Request To Individuals With Disabilities  
TDD/TTY DIAL 7-1-1

# What is the process?

## Interested in training?

WorkSource Georgia Mountains (WSGM) is a program designed to help individuals secure employment. We assist eligible persons by assessing their interests and skills, providing funding for training, and guiding them to find a career that matches their goals.



### Follow these steps to apply for WIOA funded training!

Clients Steps

WSGM Steps

STEP 1

View the Overview to ensure that the grant aligns well with your needs and complete the assessment.



STEP 2

#### Complete:

- Online Assessment
- An account on: [www.worksourcegeaportal.com](http://www.worksourcegeaportal.com)
- Talk with WIOA staff regarding eligibility

STEP 3

#### Submit Application and Documents:

- Submit Application Part 1 Online
- Email, Fax, or Drop off Application Part 2

Our goal is for you to be approved for training in 30 business days.

STEP 4

Accept the SARA invite to remain in contact with intake staff and complete the process.



STEP 5

#### Are You Eligible?

Intake will review your documents and application to determine if you are eligible.

Yes

The Eligibility Specialist will notify you and pass the file to a Case Manager.

No

The Eligibility Specialist will contact you with referral services.

STEP 6

#### Enrollment Determination

A Case Manager will review your documents.

Yes

Approved for Training!

No

Case Management will provide you with alternative resources.

STEP 7

#### Start Your WIOA Program

Meet with your Case Manager to gain essential information and to finalize the necessary Program Documents for Enrollment.

STEP 8

#### Attend & Complete Training

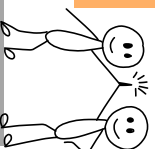
As you complete training, work with your Case Manager to prepare for interviews and job searches.

STEP 9

#### Become Employed!!

STEP 10

Follow-up  
A WorkSource staff member will follow up with you after you have achieved employment.



### Application Assistance

Open Application Assistance is available in our office every Thursday from 10:00 am-12:00 pm. No appointment is needed.

### 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)

### Hand Deliver Individual Documents to:

1856 Thompson Bridge Rd,  
Gainesville, GA 30501

### Helpful Contacts

#### Chris

Outreach Coordinator, M-Th, 8am-6pm  
[chighland@gmrc.ga.gov](mailto:chighland@gmrc.ga.gov) / 770.538.2732

#### Catherine

Youth Program Assistant, Tu-F, 8am-6pm  
[calien@gmrc.ga.gov](mailto:calien@gmrc.ga.gov) / 770.538.2728

#### Laura

Intake Specialist, Tu-F, 8am-6pm  
[lbrown@gmrc.ga.gov](mailto:lbrown@gmrc.ga.gov) / 770.538.2721

#### Main Office

Monday-Friday, 8am-6pm  
[adult-dw@gmrc.ga.gov](mailto:adult-dw@gmrc.ga.gov) / 770.538.2727

# KEEP IN MIND...

Please note that meeting these guidelines is just one step in the application process. After your file is reviewed by a Case Manager, you will also be evaluated for suitability. Meeting the guidelines does not guarantee acceptance into the program.

## ELIGIBILITY & SUITABILITY

- **Residency or Layoff:** Live in or have been laid off from a business in one of the following counties: Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, or White
- **Income Eligibility:** Verify gross household income for the past 6 months and meet income guidelines
- **Selective Service:** Males born on or after January 1, 1960, must be registered or show proof of exemption
- **Training Program Enrollment:** Accepted into or currently enrolled in an approved program at an approved school. The program must be on the WSGM Approved Provider List. Must attend full-time (12+ credit hours) and complete the program within 2 years
- **Special Note:** If pursuing Healthcare Science Certificate, Clinical Health Science, or Interdisciplinary Studies, apply after being accepted into the final degree program
- **Financial Aid:** Apply for PELL & HOPE via [www.gafutures.org](http://www.gafutures.org) (Not required for GED, truck driving, private training, or continuing education)
- **Academic Standing:** If previously in college, GPA must be 2.0 or higher. If below, raise GPA before applying
- **Employment Goal:** Must plan to work full-time after completing training
- **Marketable Skill Exception:** Individuals with in-demand skills may receive further support if training improves employability and leads to a higher wage. People with Master's Degrees may not be eligible for retraining.
- **Returning Customers:** Must have worked 3+ years in the previous WIOA-funded field to qualify for additional funding

## DURING TRAINING

- **Meet with Your Case Manager:** Finalize the Enrollment Agreement, Create an Individual Employment Plan, Receive your program vouchers and forms
- **Maintain regular contact** with your Case Manager and submit attendance forms
- **Attend classes** and maintain a 2.0 GPA or higher
- **Complete training** and any required testing for licenses and certifications.

## AFTER TRAINING

- Submit your credentials and employment status to your Case Manager
- Stay in contact every 3 months for 12 months to report employment updates

## 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.

## ELIGIBILITY CRITERIA FOR LOW-INCOME

An individual who meets **ONE** of the following criteria satisfies the low-income requirement for WIOA Adult Services:

1. Is a homeless individual
2. Is or was a foster youth
3. Is an individual with a disability whose sole income meets WIOA's income requirements even if the total family income exceeds the income criteria
4. Is receiving or is eligible to receive a free or reduced-price lunch
5. The individual or household receives state or local income-based public assistance OR they are a member of a family receiving any of the following benefits in the last 6 months:
  - SNAP, TANF, SSI
5. Is in a family that meets the state low-income levels:

### Lower Living Standard Income Level (LLSIL)

Program Years 2023 - 2024  
 Effective May 16, 2024

Family Size	Hall County	Forsyth/Dawson	Other Counties
1	\$7,530	\$7,530	\$7,530
2	\$10,220	\$10,220	\$10,220
3	\$13,311	\$13,211	\$12,910
4	\$16,434	\$16,304	\$15,842
5	\$19,396	\$19,241	\$18,695
6	\$22,684	\$22,501	\$21,864
7	\$25,973	\$25,760	\$25,032
8	\$29,261	\$29,020	\$28,201
For each person over 8 add	\$3,289	\$3260	\$3169

\*\* Income is based on last 6 months employment verification at time of application. \*\*

## Self-Sufficiency Guidelines

Individuals who are underemployed must meet one of the following criteria:

Are employed less than full-time and are seeking full-time employment; are employed in a position not commensurate with the individual's demonstrated level of educational attainment and skills; Are employed, but whose current job earnings are not sufficient compared to their previous earnings AND meet the self-sufficiency guidelines.

1. Determine your family size. A family, for our purposes, lives in a single residence which 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
- 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

2. Use the chart below, to 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.**

### Self-Sufficiency Income Guidelines For Adult & Dislocated Worker

Program Years 2023 - 2024  
Effective May 16, 2024

Family Size	Hall County	Forsyth/Dawson	Other Counties
1	\$20,708	\$20,708	\$20,708
2	\$28,105	\$28,105	\$28,105
3	\$36,605	\$36,330	\$35,503
4	\$45,194	\$44,836	\$43,566
5	\$53,339	\$52,913	\$51,411
6	\$62,381	\$61,878	\$60,126
7	\$71,426	\$70,840	\$68,838
8	\$80,468	\$ 79,805	\$77,553
For each person over 8 add	\$9,045	\$8,965	\$8,715

\*\* Income is based on last 6 months employment verification at time of application. \*\*

WorkSource Georgia Mountains Self-Sufficiency Income Guidelines are **275%** above the 2023-24 Income Guidelines for WIOA Low Income Level.



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## 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 30, 2021. For a complete list please visit our website: <https://www.gmrc.ga.gov/wsgm>

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

# 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.

## ELIGIBLE PROVIDERS

ATHENS TECHNICAL COLLEGE <a href="http://www.athenstech.edu">www.athenstech.edu</a>	GOODWILL OF NORTH GEORGIA <a href="http://www.goodwillng.org">www.goodwillng.org</a>	NORTHEAST GEORGIA RESA <a href="http://www.negaresa.org">www.negaresa.org</a>
BRENAU UNIVERSITY <a href="http://www.brenau.edu">www.brenau.edu</a>	GWINNETT TECHNICAL COLLEGE <a href="http://www.gwinnetttech.edu">www.gwinnetttech.edu</a>	NORTH GEORGIA TECHNICAL COLLEGE <a href="http://www.northgatech.edu">www.northgatech.edu</a>
CHATTAHOOCHEE TECHNICAL COLLEGE <a href="http://www.chattahoocheetech.edu">www.chattahoocheetech.edu</a>	HEAVY EQUIPMENT COLLEGE OF GA <a href="http://www.heavyequipmentcollege.com">www.heavyequipmentcollege.com</a>	PIEDMONT UNIVERSITY <a href="http://www.piedmont.edu">www.piedmont.edu</a>
CODING CLARIFIED <a href="http://www.codingclarified.com">www.codingclarified.com</a>	KENNESAW STATE UNIVERSITY <a href="http://www.kennesaw.edu">www.kennesaw.edu</a>	TARGETIT TRAINING & MENTORING <a href="http://www.goTargetIT.com">www.goTargetIT.com</a>
DALY'S TRUCK DRIVING SCHOOL <a href="http://www.dalystruckdrivingschool.com">www.dalystruckdrivingschool.com</a>	LANIER TECHNICAL COLLEGE <a href="http://www.laniertech.edu">www.laniertech.edu</a>	UNIVERSITY OF NORTH GEORGIA <a href="http://www.ung.edu">www.ung.edu</a>
DENTAL CAREERS INSTITUTE, INC. <a href="http://www.mydentalcareers.com">www.mydentalcareers.com</a>	MEDICAL INSTITUTE OF NORTHEAST GA <a href="http://www.ming101.com">www.ming101.com</a>	WINDER CNA <a href="http://windercna.com">windercna.com</a>
160 Driving Academy <a href="http://www.160drivingacademy.com">www.160drivingacademy.com</a>	NORCROSS INSTITUTE OF ALLIED HEALTH <a href="http://www.norcrossinstitute.com">www.norcrossinstitute.com</a>	WORKFORCE INNOVATORS OF AMERICA <a href="http://wioamerica.com">wioamerica.com</a>
EMMANUEL COLLEGE <a href="http://www.ec.edu">www.ec.edu</a>	Norris Mechanical <a href="http://www.norrismechanicalsc.com">www.norrismechanicalsc.com</a>	
GEORGIA DRIVING ACADEMY <a href="http://www.gda.edu">www.gda.edu</a>	NORTH GEORGIA RESA <a href="http://www.ngresa.org">www.ngresa.org</a>	WRIGHTNOW SOLUTIONS <a href="http://www.wrightnowsolutions.com">www.wrightnowsolutions.com</a>

## NEW PROVIDERS ON TRIAL BASIS

4/8/2019	North Georgia RESA	GaTAPP	<a href="http://www.ngresa.org">www.ngresa.org</a>
12/1/2020	Dental Careers Institute Inc.	Dental Assisting	<a href="http://www.mydentalcareers.com">www.mydentalcareers.com</a>
10/28/2021	Athens Tech	ManufactuREADY	<a href="http://www.athenstech.edu">www.athenstech.edu</a>
4/28/2022	Coding Clarified	Professional Medical Coding	<a href="http://www.codingclarified.com">www.codingclarified.com</a>
8/25/2022	WrightNow Solutions	ServiceNow, Salesforce, Front End Web Development, Scrum, Back End Web Development	<a href="http://www.wrightnowsolutions.com">www.wrightnowsolutions.com</a>
5/18/2023	Norcross Institute of Allied Health	Diagnostic Sonography AAS Degree program, Diagnostic Sonographer Certificate Program	<a href="http://www.norcrossinstitute.com">www.norcrossinstitute.com</a>
9/28/2023	Medical Institute of Northeast GA (MING) - for Youth and QUEST Applicants ONLY	Dental Assisting	<a href="http://www.ming101.com">www.ming101.com</a>
		EMT	<a href="http://www.ming101.com">www.ming101.com</a>
4/4/2024	160 Driving Academy	CDL-A	<a href="http://www.160drivingacademy.com">www.160drivingacademy.com</a>
5/6/2024	Norris Mechanical	Welding Programs	<a href="http://www.norrismechanicalsc.com">www.norrismechanicalsc.com</a>
10/24/2024	Winder CNA - for Youth and QUEST Applicants ONLY	CNA	<a href="http://www.windercna.com">www.windercna.com</a>

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**  
\$10 per day

**Childcare Reimbursement**  
\$25 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.**

# 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 in appropriate 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، وسنوفر المعلومات بلغتك المفضلة دون تحميلك 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.