

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

WHO ARE WE?

WorkSource Georgia Mountains (WSGM) manages the federally funded Workforce Innovation and Opportunity Act (WIOA) Program. Participants must enroll in training for a Growth and Demand Occupation at an approved local school and either reside in or have been laid off from the Georgia Mountains Area- Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, or White County.

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?

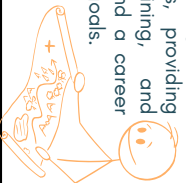
First, view the Overview Session and then complete the Assessment Form. For more information call 770.538.2727 or email Chris Highland chighland@gmrc.ga.gov. To begin the application process and view the Overview scan the code or visit <https://www.gmrc.ga.gov/wsgm-screening-tool1>



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.worksourceportal.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.

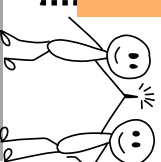
STEP 9

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.

Helpful Contacts

Chris

Outreach Coordinator, M-Th, 8am-6pm
chighland@gmrc.ga.gov / 770.538.2732

Lynda

Intake Specialist, M-F, 8:30-5:00pm
lthompson@gmrc.ga.gov / 770.538.2721

KEEP IN MIND...

- Customers must be a resident of one of the 13 counties in the Georgia Mountains service area (Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White), or be laid off by a company within this area.
- Watch the WorkSource Georgia Mountains Overview Session and submit an Assessment for WSGM Staff to review.
- Create your account on www.worksourcegaportal.com
- Complete the application and submit all requested documentation to Intake Staff.
- Verify gross household income for the past 6 months and meet income eligibility guidelines. Males born on or after 01/01/1960 must be registered for Selective Service or provide proof of exemption or a letter noting why they failed to register.
- Be accepted into or currently enrolled in an approved program at an approved school.
- To qualify for WIOA funding, the provider and program must be on the WorkSource Georgia Mountains Approved List, and be able to attend class full-time (12 credits).
- Be able to complete the program in 2 years or less. Consult a program advisor to confirm the program length. If enrolled in certain programs (Healthcare Science certificate, Clinical Health Science, or Interdisciplinary Studies), do not apply until applying for the intended degree.
- Apply for financial aid (PELL & HOPE - www.gafutures.org), unless attending truck driving school, GED, continuing education, or private training providers.
- If you were previously enrolled in college, your GPA will be verified through unofficial transcripts. If it is below 2.0, you must raise it before applying for funding.
- Plan to work full-time upon completion of training.
- A customer with a marketable skill (an in-demand skill in the job market), may receive assistance with further training if it will increase their current education level, improve employability, and lead to a substantial wage gain.
- Returning customers must have worked with their certification for 3 years before seeking further education.
- Once eligible, meet with an assigned Case Manager to complete your WorkSource Georgia Mountains Enrollment Agreement and Individual Employment Plan, and receive vouchers and 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 credentials, 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.

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.

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.



INCOME GUIDELINES

1. Low Income- Receives or is a member of a family that is receiving or in the past six months has received assistance through SNAP, TANF, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance. This list is not exhaustive, please ask for more guidance.

2. If not Low Income - 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 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

3. 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.**

- 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 2025 - 2026
Effective June 1, 2026

Family Size	Hall County	Forsyth/Dawson	Other Counties
1	\$21,945	\$21,945	\$21,945
2	\$29,755	\$29,755	\$29,755
3	\$38,470	\$37,923	\$37,565
4	\$47,495	\$46,799	\$45,906
5	\$ 56,056	\$ 55,231	\$54,175
6	\$ 65,560	\$64,587	\$63,355
7	\$75,067	\$73,942	\$72,537
8	\$ 84,571	\$ 83,298	\$ 81,716
For each person over 8 add	\$ 9,507	\$ 9,356	\$ 9,182

ELIGIBILITY CRITERIA FOR LOW-INCOME

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

1. The individual 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:
 - a. SNAP, P-SNAP, TANF, SSI
 - b. Medicaid or PeachCare for Kids
 - c. Low Income Home Energy Assistance Program (LIHEAP)
 - d. State General Assistance Programs p-SNAP
 - e. Housing Choice Voucher Program (formerly known as Section 8)
 - f. Childcare and Parent Services (CAPS)
 - g. Refugee Cash Assistance
 - h. WIC
2. Are currently homeless
3. Is or was a foster youth
4. Is an individual with a disability whose sole income meets WIOA's income requirements even if the total family income exceeds the income criteria
5. Receives or is eligible to receive a free or reduced-price lunch
6. Is part of a family that meets the state low-income levels:

Program Years 2025 - 2026
Effective June 1, 2026

Family Size	Hall County	Forsyth/Dawson	Other Counties
1	\$7,980	\$7,980	\$7,980
2	\$10,820	\$10,820	\$10,820
3	\$13,989	\$13,790	\$13,660
4	\$17,271	\$17,018	\$16,693
5	\$20,384	\$20,084	\$19,700
6	\$23,840	\$23,486	\$23,038
7	\$27,297	\$26,888	\$26,377
8	\$30,753	\$30,290	\$29,715
For each person over 8 add	\$3,457	\$3,402	\$3,339



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

NEW PROVIDERS ON TRIAL BASIS

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

WSGM Eligible Training Providers and Programs can be reviewed at 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.