

**Cincinnati -Hamilton County** A proud partner of the American Job Center network

# WIOA Application Checklist

- Please use this form as a checklist to verify all the documents you need are submitted together. Applications for WIOA will NOT be processed until ALL documentation is submitted.
- Within 30 days of attending orientation, please turn in your WIOA Application.

Applicant Initials	Career Coaches

WIOA Application	
Career Exploration Worksheet	
(Instructions provided)	
Budget from OMJ.com	
(Instructions provided)	
Resume	
(Workshops available)	
Paystubs	
WIOA Statement of	
Understanding	
Lay off letter and/or	
Unemployment letter	
(Dislocated worker)	
ID	
Social Security Card	
Selective Service Registration (if applicable)	

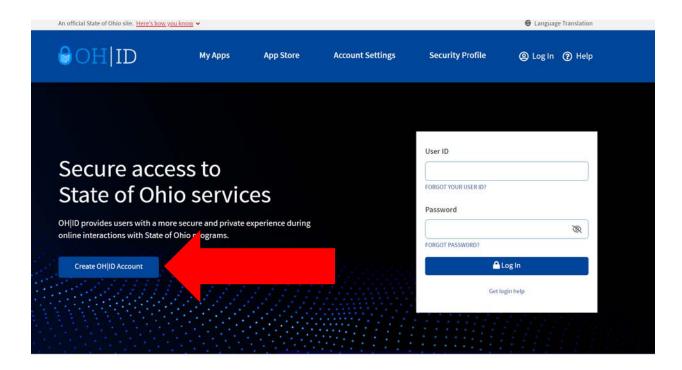
## Creating an OhioMeansJobs Account

This process will take about 20 minutes. You will need:

- A valid and active email address.
  - If you need to create an email account, companies such as Google, Microsoft, AOL and Yahoo offer free accounts.
- A mobile phone number
- Your date of birth

### Let's get started!

- 1.) Go to <u>www.ohid.ohio.gov</u>
- 2.) Click Create OHID Account (left side of screen)
- 3.) Follow instructions on the screen.





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#### WIOA Career Exploration Worksheet

Use www.ohiomeansjobs.com to help fill this form out.

WIOA is an employment program. It is not an entitlement program, if you do not have a need for services and/or a

#### career goal you will not be suitable for this program.

	0 1	1 6	
Occupation/Career Industry Group:		Occupation:	
		-	

Typical education required:	Education level I have completed:
I have researched at least TWO training providers.	
Training Provider 1:	Training Provider 2:
Program Cost:	Program Cost:
IF program cost is greater than WIOA funds (\$7000), how	w will I pay the remaining balance? (Please explain)

Required Skills:		
Knowledge:		
Personality:		

Ohio employment trends (projected	Average Monthly Wages:	My Monthly Expenses:
job openings):		
****		

#### \*Attach a copy of your OhioMeansJobs Budget Summary Results.

- From the main page of OhioMeansJobs click For Job Seeker.
- Under the Practice Your Skills title, click Career Skills.
- Use the arrow to navigate until you see Target Salary Calculator.
- Click the LAUNCH button.
- Choose Budget Calculator





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### **WIOA Career Exploration Worksheet**

Use <u>www.ohiomeansjobs.com</u> to help fill this form out.

Please answer the following in your own words.

Why am I interested in this career field?

Do the wages for this occupation cover my lifestyle?

What do people in this occupation do?

What steps do I need to take to achieve this career goal?

### **OhioMeansJobs Career Exploration Worksheet Instructions**

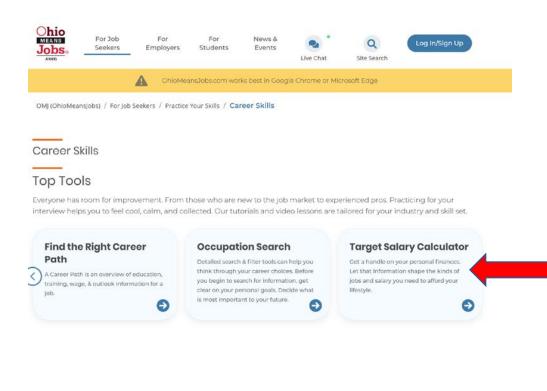
#### https://ohiomeansjobs.ohio.gov/

- Click For Job Seekers
- Under Practice Your Skills click Career Skills
- Click Occupation Search
- Use the pulldown to select the INDUSTRY you are researching under Industry Search, click Go.
- Select Click here for Industry Occupations.
- Scroll the Occupations until you find the one you are trying to research and click on it.
- A new page will appear with ALL the information you need to complete the Career Exploration Worksheet. The sections on the left of your screen open to new information.

Ohio MEANS Jobs .com	lob Seekers For Employe	ers For Students News & E	ivents	Chat Offline My Profile
Enter Job Title	Enter Keywords	in Enter Job Location	OH 🗸 Search Job	s Search WorkKeys
Constructio	on			
Const	ruction Technologies			
Career Cl	uster Industry			
	e for Industry Occupations.	Click Industry	y Occupations	
Related In	ndustries: Mining, Oil, & Gas; Pr	ofessi areanaa		View All
Occupation Search + Matched O	occupations + Heating, Air Conditioning, an	nd Refrigeration Mechanics and Installers		
Heating, Air Cond	ditioning, and Refrige	ration Mechanics and Inst	tallers 🖌 🖉	
0,	0, 0			Email Print
Install or repair beating control ali	conditioning WAC or refrigoration parter	ns, including oil burners, hot-air furnaces, and hea	ting straigs	
		pairers Plumbers, Pipelitters, & Steamfitters Sola		r Engineers & Boller
Operators Industries: Construction				
				0
				View All
Work Activities	Connect heating or air conditioning e	quipment to fuel, water, or refrigerant source to fe	rm complete circuit.	
Skills	Repair or replace defective equipment	t, components, or wiring.		
WorkKeys®	Install, connect, or adjust thermostats	, humidistats, or timers.		
Abilities	Install or repair self-contained ground reduce carbon emissions.	source heat pumps or hybrid ground or air source	heat pumps to minimize carbon-based energy	rgy consumption and
	Install expansion and control v			
Knowledge	Lay out reference points for in:	Use the sections to	uring instruments.	
Career Video	Lift and align components into	the left to complete		
Pay	Per mechanical overhauls			
Ohio Employment Trends		your Career		
Typical Education	Meas, cut, thread, or bend p	Exploartion		
Personality	Install dehumidifiers or related	worksheet.	iently, such as computer rooms.	
	Supervise and instruct assistar	worksneet.		
Tools	Braze or solder parts to repair defectiv	e joints and leaks.		
Technology		Its, deficiencies, or other unusual occurrences on a	work orders.	
Tags	Supervise and instruct assistants.	for continuity union electrical text on the sec-		
		for continuity, using electrical test equipment. em compliance with plans and specifications or to	detect and locate malfunctions	
Search 2-4 Year Schools		Ifunctions with users to isolate problems or to veri		
Search Graduate Schools		nstall materials and supplies needed to maintain e		

#### **Budgeting with OhioMeansJobs**

- From the main page of OhioMeansJobs click For Job Seeker.
- Under the Practice Your Skills title, click Career Skills.
- Use the arrow to navigate until you see Target Salary Calculator.
- Click the LAUNCH button.
- Choose Budget Calculator.
- Fill out the questions until the end.
- Print, email and save your Results.
- The Results page gives Budget Breakdown, Jobs that meet this budgetary need, and career exploration section.





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#### **OhioMeansJobs WorkKeys**

- For Job Seekers
- Under Practice Your Skills, click Career Skills
- Scroll down the page and click Grow Your Skills
- Click LAUNCH next to the test you want to practice.

#### Top Articles

For most jobs, computer and technical skills are fundamental. Don't stress! Go from beginner to expert using our library of practical, step-by-step lessons. Start with computer, email, and internet basics. From there, the sky is the limit. Our training library will help you become a pro. Build professional skills that will help you excel in today's workplace. Why wait? Get started today.



Assess Your Work Values

Discover the guiding principles that are most important to you about the way that you work. Use this information to find a jo...



Get Training and Improve Your Skills

Find all kinds of tutorials and training to move your career forward.

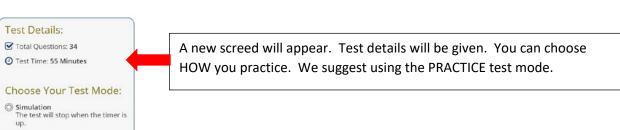


#### **Grow Your Skills**

Practical tools to help you take your career to the next level. Get ready for interviews, professional certification exams, and more! Gain credentials for skills that

employers need. Participating employers commit to using skill scores to hire high-quality,...

Name	Action
WorkKeys® Applied Math Practice Test 1	LAUNCH
WorkKeys® Workplace Documents Practice Test 1	LAUNCH
WorkKeys <sup>®</sup> Graphic Literacy Practice Test 1	LAUNCH
PC Hardware, Software, and Network Basics	LAUNCH



- Practice See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.
- Learner View the answers to each question as you go along to help you study.



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# WIOA Statement of Understanding

The WIOA Program is a federally funded employment program and that the main focus of this program is to assist me with becoming job ready and obtaining employment that will lead to self-sufficiency.

The WIOA Programs offers services designed to assist me in identifying a career goal, becoming job ready, and finding employment opportunities.

I am responsible to complete certain activities as identified, in collaboration with my assigned Case Worker, that will assist me in becoming job ready and identifying employment opportunities that match my qualifications.

Not every customer will need services at every level to find employment leading to self-sufficiency and I will work with my Case Worker to identify the WIOA path appropriate for me.

I am required to actively seek employment and document my job search while participating in the WIOA Program and the job search process will be ongoing until I have found employment, and/or it has been determined that I am unable to find employment, leading to a self-sufficient wage with the skills and qualifications I currently possess.

It is my responsibility to submit updated job search logs upon request.

I am required to provide documentation of employment obtained at any time after beginning the WIOA process. I will submit an employment verification or pay stub as soon as one is available.

I am responsible for attending each scheduled appointment or contacting my Employment Team Member in a timely manner to reschedule if I am unable to attend a scheduled appointment.

My active participation in the WIOA Program does affect my appropriateness for certain services.

Training services and work-based training is possible under WIOA services.

#### WIOA training services are not an entitlement and are, under no circumstances, a guarantee that I will be approved for WIOA Scholarship funds.

It is my responsibility, to be considered for WIOA training services, to complete all required steps in the WIOA process.

I understand that I am not, under any circumstances, to start a training program under the assumption that I will receive WIOA funding. I further understand that if I begin a training program prior to receiving notification of approval I assume all financial responsibility.

I understand that WIOA Scholarship funds cannot be applied retroactively or as reimbursement for any reason.

I understand that, if I intend to apply for WIOA scholarship funds, it is my responsibility to check on the status of any existing student loans and that if I have a loan in default, I am responsible for contacting my loan holder and applying for deferment or scheduling an acceptable payment arrangement and providing documentation of my loan status.

I understand that if I intend to apply for WIOA Scholarship funds, it is my responsibility to complete the Free Application for Federal Student Aid (FAFSA) and document the status of my financial aid eligibility.

I understand that I may only apply for WIOA Scholarship funding in approved occupations identified as high growth industries and at WIOA approved training providers.

Participant Signature Date