



**Holmes
County**

85 North Grant Street · P.O. box 72 · Millersburg, Ohio 44654-0072

CUSTOMER INTEREST REGISTRATION

The information requested below is used for program and statistical purposes only. Date: _____			
Last Name	First	M.I.	SSN
Address	City	State	Zip
Telephone Number	Message Number	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
To assist us in serving you better, please check all items below that apply to your needs and interests.			
Getting Started:			
<input type="checkbox"/> A clear explanation of all the services available to me through this agency. <input type="checkbox"/> Job training funding offered by this agency. <input type="checkbox"/> Referrals to other financial aid resources for job training. <input type="checkbox"/> I would like information about getting my G.E.D., where I can take classes, and what costs are involved.			
Employment Assistance:			
<input type="checkbox"/> I would like to speak with an Employment Counselor about employment opportunities. <input type="checkbox"/> Finding employment opportunities in Holmes County. <input type="checkbox"/> Finding employment opportunities in other local counties. <input type="checkbox"/> I want to learn how to write an effective resume. <input type="checkbox"/> I would like assistance with learning proper interview techniques. <input type="checkbox"/> I would like to learn how to develop a successful job search strategy. <input type="checkbox"/> I believe my reading and math skills are preventing me from getting a better job. <input type="checkbox"/> I would like to learn how to use the Internet for employment. <input type="checkbox"/> I would like to learn about which jobs are "in demand".			
Career Development and Job Training Opportunities:			
<input type="checkbox"/> I would like to learn about colleges and training institutions that offer the training I am interested in, where they are located and what my training costs will be. <input type="checkbox"/> I would like assistance with identifying occupations I would be best suited for in pursuing training. <input type="checkbox"/> I would like information on developing a plan to advance my career. <input type="checkbox"/> Other: (please specify) _____			

www.everybodyworks.net

Ashland Office: 15 West Fourth Street • Ashland, Ohio 44805 • (330)674-1111
 Holmes Office: 85 N. Grant Street • P.O. Box 72 • Millersburg, Ohio 44654 • (419)282-5000
 Wayne Office: 358 West North Street • Wooster, Ohio 44691 • (330)264-5060



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SERVICES AVAILABLE AT THIS LOCATION

Welcome to the Holmes County Department of Job and Family Services. Because we are multi-service agency, we are able to assist your various needs and requirements. The services available to you in this agency are:

- Adult Protective Services
- Child Care
- Children Protective Services
- Healthy Start
- Child Support Enforcement
- Employment Services
- Ohio Works First
- Job Search Assistance
- Food Stamp Assistance
- Job Training Assistance
- Medical Insurance
- Employment Follow-up Services
- Assistance with Employment Related Expenses

Our goal is to provide you with the highest quality service possible throughout our various programs. We accomplish this by maintaining a professional staff who will focus on your needs. We believe your experience with us will result in satisfaction and fulfillment of your needs.

EQUAL OPPORTUNITY IS THE LAW

It is the law for this recipient of Federal financial assistance to discriminate on the following basis: Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I – funded program or activity. The recipient must not discriminate in any of the following areas: Deciding who will be admitted, or have access, to any WIA Title I financially assisted program or activity; providing opportunities in, or treating any person with regard to, such program or activity; or making employment decisions in the administration of, or in conjunction with such program or activity.



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W.I.A. Training Guidelines and Overview

Thank you for your interest in the Workforce Investment Act (WIA) Training & Employment Program. Holmes County offers a limited number of training scholarships each year to assist persons who lack the skills to be employed and self-sufficient in today's labor market. Training scholarships are awarded on a first come first serve basis depending on the amount of funding for that program year.

A training committee will review each applicant applying for a training scholarship and determine whether or not training will be approved for that individual. The following factors are taken into consideration when reviewing each individual applicant:

- **Current skill level of the applicant**

Successful applicants will not possess marketable skills from previous employment or training. Nor will they hold up to date credentials or licenses in areas that are currently marketable. Those who possess marketable skills or credentials, but simply want to change careers, will not be considered for funding. An applicant who possesses marketable skills in a field where she/he is no longer able to work could be considered for training.

- **Labor market demand for the training requested**

Successful applicants will have thoroughly researched the demand for the employment which would result from their requested training and be able to present evidence of its marketability.

- **Financial need of applicant**

Successful applicants have already applied for PELL and any other financial aide available for the chosen training program. Those who might be eligible for TAA have explored those options as well.

- **Ability to complete the training and secure employment in a timely manner**

Successful applicants have arrangements in place to assure that their households can survive financially for the expected duration of training. They have demonstrated their ability to academically complete the required coursework through passing entrance tests, being accepted into a wait-listed program, or completing similar coursework or related employment in the past. They have the ability to physically do the work of the chosen career upon completion of training.

Our continued WIA funding is contingent on the success of those we train. Because of that, we do not award scholarships for areas where there is a low labor market demand, where low paid or part-time employment typically results, or where jobs are primarily commission based or considered self-employment. (*Examples; Cosmetology, Early Childhood/Education, Bartending, Landscaping, etc.*)

We look forward to reviewing your application on completion and wish you success in your career choice, whether or not your decision is training through WIA.

Please feel free to contact your ETC Representative anytime you may have questions!

www.everybodyworks.net

Ashland Office: 500015 West Fourth Street • Ashland, Ohio 44805 • (330)674-1111

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Wayne Office: 358 West North Street • Wooster, Ohio 44691 • (330)264-5060



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The Workforce Investment Act of 1998

The Workforce Investment Act of 1998 (WIA) is federal Employment legislation. This legislation replaces the former Job Training Partnership Act (JTPA). The purpose of this information is to serve as an orientation to WIA services and how it may, and will, apply to you.

WIA is designed to provide up to four (4) levels of service to each individual. Each level of service focuses on getting you employed or better employment. To proceed from one level of WIA services to the next level, it must be determined that you cannot obtain employment in the current level of service. The four (4) levels of services are:

Core Services

Core Services are a Self Service® in both nature and design. Our goal in Core Services is to help you become employed or to attain better employment. We will provide an Employment & Training Resource Room for you to create or update your resume, research local labor market information, review local job openings, provide initial employment counseling, and provide a telephone and fax machine to contact employers.

All applicants must complete the following activities prior to entering Intensive Services:

- Register for employment with the Ohio Department of Job and Family Services and meet regularly with their Employment Counselors about employment opportunities;
- Have an up to date resume;
- Be able to show that you have a “Barrier” in achieving employment which pays 100% of the LLSIL for your family size or better.

Intensive Services

Intensive Services require that a person has completed the activities in Core Services and has demonstrated that he/she requires Intensive Services to overcome his or her Barriers become employed; has applied for WIA services and has been determined to be eligible to receive WIA Intensive services. Intensive Services then apply when it is determined that a person has one or more barriers preventing him/her from obtaining employment which pays more than 100% of the Lower Living Standard Income Level (LLSIL) for the family size, and whose six month income level is less than 100% of the LLSIL. Intensive services are more focused on developing ways to eliminate employment barriers and getting the person employed.

Assistance such as in-depth occupational and career interest assessments, and one-on-one job search counseling, are a few of the activities provided at the Intensive Services level.

All participants must complete the following Intensive Services activities if they are requesting Occupational Skills Training:

- Complete the Holland SDS Assessment and the World Of Work Inventory;
- Decide on an occupation to target for a job search or receive training;
- Complete all Occupational Skills Employment and Training Surveys assigned by your Case Manager;
- Develop your Individual Employment Plan (I.E.P.).

Training Services

Training Services may apply when a person's Individual Employment Plan identifies that job training is required to overcome employment barriers and the person and their family is suitable and ready to enter and complete a training program. If it is determined that job training is appropriate, a person will begin a Customer Focused Process to develop his or her Training Plan

- All participants seeking funding for training must complete the following activities before they may enter any WIA funded training from Holmes County Department of Job and Family Services:
- Complete a Customer Training Survey;
- Survey at least two (2) Training Providers that offers training in the occupational area;
- Choose a Training Provider;
- Apply for PELL and Ohio Instructional Grant, if applicable;
- Have your training plan approved by the HCDJFS Training Committee;
- Have all contracts approved by the Training Provider and this agency;
- Receive a formal ITA Award Letter.

IMPORTANT

UNTIL YOU RECEIVE A FORMAL WRITTEN NOTICE OF BEING AWARDED AN ITA, YOU ARE NOT APPROVED BY THE HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR TRAINING. THE HOLMES COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES WILL NOT PAY FOR ANY TRAINING RELATED EXPENSES FOR WHICH IT HAS NOT AUTHORIZED. YOU WILL BE LIABLE FOR ALL EXPENSES PRIOR TO FORMAL ACCEPTANCE BY THIS AGENCY INTO A TRAINING PROGRAM.

The Holmes County Department of Job and Family Services focuses on Short-term Training, which can be completed in one year or less. Short-Term Training allows our agency to provide more training opportunities to more people due to less costs per participant. It also places a shorter term burden on participants and their families.

The maximum amount permitted for any one training plan is \$15,000.00, and no training plan can exceed two years in duration. Holmes County Department of Job and Family Services does not provide any money to a participant in training for Basic Needs, such as rent, food, clothing, etc. No training plan will be authorized until the participant can demonstrate how he/she will be able to provide for the household's basic needs while in training.

Follow Up Services










All persons served through Intensive and Training services will be provided with 12 months of Follow-Up Services. Follow Up Services focus on job retention and any needs and requirements the person may have to help them keep their job, or, perhaps move on to a better job.

During a period of one (1) year after you have exited, or no longer receive, WIA services, you will provide the Holmes County Department of Job and Family Services information on your current employment status, your current employer, and your current wage for each three month period during the term of Follow-Up Services.



<https://jobseeker.ohiomeansjobs.monster.com/home.aspx>

Ohio Means Jobs Website:

- ✓ Search for jobs in your area or another area 
- ✓ Assess your skills and map your career plan 
- ✓ Search for jobs in your area or another area 
- ✓ Post your resume for Ohio employers 
- ✓ Locate "In-Demand" Careers 
- ✓ Search Scholarships 
- ✓ Create a budget – *how much do you need to make?* 
- ✓ Veteran? – Receive on-line support by simply clicking on the icons specifically for you  



<http://everybodyworks.org/>

Everybody Works Website:

Explore a variety of sites and reference material in addition to our partners and the services they provide. Be sure to watch this site for upcoming events in our area.

Labor Market Information:

Explore industry codes, and in demand occupations at any of the following sites:



<http://online.onetcenter.org/find/>

Approved Training Provider List:

 <https://ohiomeansjobs.com/etpo/>

Apprenticeship programs:

Registered programs that teach high-level skills for today’s workplace while earning an income: <http://jfs.ohio.gov/apprenticeship/>



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HOUSEHOLD BUDGET

Participant Name: _____

Date _____

MONTHLY INCOME		MONTHLY EXPENSES		MONTHLY EXPENSES	
Take Home Pay	<input style="width: 100%;" type="text"/>	Rent/Mortgage Payment	<input style="width: 100%;" type="text"/>	Child Support	<input style="width: 100%;" type="text"/>
Self	<input style="width: 100%;" type="text"/>	Property Taxes	<input style="width: 100%;" type="text"/>	Alimony	<input style="width: 100%;" type="text"/>
Spouse	<input style="width: 100%;" type="text"/>	Home Maintenance	<input style="width: 100%;" type="text"/>	Clothing	<input style="width: 100%;" type="text"/>
Rental Income	<input style="width: 100%;" type="text"/>	Home Insurance	<input style="width: 100%;" type="text"/>	Personal	<input style="width: 100%;" type="text"/>
Interest Income	<input style="width: 100%;" type="text"/>	Utilities	<input style="width: 100%;" type="text"/>	College Tuition	<input style="width: 100%;" type="text"/>
Dividends	<input style="width: 100%;" type="text"/>	Telephone	<input style="width: 100%;" type="text"/>	College Loan	<input style="width: 100%;" type="text"/>
Child Support	<input style="width: 100%;" type="text"/>	Cable/Digital TV	<input style="width: 100%;" type="text"/>	Other Expenses	<input style="width: 100%;" type="text"/>
Alimony	<input style="width: 100%;" type="text"/>	Auto Payments	<input style="width: 100%;" type="text"/>	▶	<input style="width: 100%;" type="text"/>
Unemployment Comp	<input style="width: 100%;" type="text"/>	Auto Maintenance	<input style="width: 100%;" type="text"/>	▶	<input style="width: 100%;" type="text"/>
Ohio Works First	<input style="width: 100%;" type="text"/>	Auto Fuel	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Food Stamps	<input style="width: 100%;" type="text"/>	Parking	<input style="width: 100%;" type="text"/>	TOTAL EXPENSES	<input style="width: 100%;" type="text"/>
S.S.I.	<input style="width: 100%;" type="text"/>	Food	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
Disability/Worker's Comp.	<input style="width: 100%;" type="text"/>	Medical Insurance	<input style="width: 100%;" type="text"/>	Savings Acct Balance	<input style="width: 100%;" type="text"/>
Retirement Income	<input style="width: 100%;" type="text"/>	Medical Expenses	<input style="width: 100%;" type="text"/>	Checking Acct Balance	<input style="width: 100%;" type="text"/>
Other	<input style="width: 100%;" type="text"/>	Child Care	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
▶	<input style="width: 100%;" type="text"/>	Other Loan Payments	<input style="width: 100%;" type="text"/>	TOTAL SAVINGS	<input style="width: 100%;" type="text"/>
▶	<input style="width: 100%;" type="text"/>	▶	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	▶	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
TOTAL INCOME	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

Comments: _____

I, the undersigned completely understand and agree, that the information on this form is accurate to the best of my knowledge.

Participant Signature _____

Date _____

Representative Signature _____

Date _____