



INFORMATION SHEET

Jefferson County Center for Workforce Development (JCCWD)

3420 Third Avenue South, Birmingham, AL 35222

Phone: (205)324-0061 -Fax: (205)324-0068



JCCWD Orientation Monday – Friday from 8:30 a.m. to 3:00 p.m.

Note: Orientation, paperwork and interview may take up to three (3) hours.

DOCUMENTS REQUIRED FOR ELIGIBILITY DETERMINATION: <i>All applicants must comply with federal requirements for citizenship, eligibility to work and selective service. Applicants must also provide all information needed to determine eligibility including, <u>but not limited to</u>, the following documentation:</i>	
ALABAMA JOBLINK PRINTOUT AND RÉSUMÉ	from the Birmingham Career Center
DRIVER'S LICENSE	<i>– Proof of current State of Alabama driver's license or State of Alabama issued Non-Driver Identification card at the time of application. If married, the same information is needed for spouse.</i>
SOCIAL SECURITY CARD	<i>– Social Security card(s) or printout(s) from Social Security Administration for each dependent in household (This includes the Social Security Card for Spouse, if married).</i>
SELECTIVE SERVICE REGISTRATION	<i>– Proof of Registration for males born on or after January 1, 1960. Males must register with the Selective Service System within 30-days after their 18th birthday or before they reach the age of 26. (If you do not have your Selective Service card, letter or printout, registration verification can be obtained online at www.sss.gov). A printout is needed.</i>
AWARD LETTERS:	<i>Letter of Award of Public Assistance (Food Stamps, T.A.N.F. Also, SSI, etc.).</i>
INCOME:	<i>Proof of income, including spouse, by submitting the last 3 pay stubs or an employer's statement documenting (gross) income for the 6 months prior to the time of application.</i>
EDUCATION	<i>- G.E.D., High School Diploma, College Transcripts. Please note: Some programs require a copy of a high school transcript instead of a copy of a diploma. If so, this will be requested. Diploma and transcripts must be from an accredited school.</i>
UNEMPLOYMENT COMPENSATION:	<i>Award letter for unemployment compensation. Applicants must also inform JCCWD if they have filed for unemployment, exhausted benefits or been referred by Worker Profiling and Reemployment Services (WPRS).</i>
DISLOCATED WORKER PROGRAM	<i>– A notice or letter of layoff from your previous employer. (The letter should be on letterhead from the company with their contact information).</i>
VETERAN STATUS	<i>- A copy of your DD-214</i>
HOMELESS	<i>– A letter from the social worker at the shelter. If you are living with someone, you must also provide Proof of Residency from them, along with a completed Applicant Statement form (This form can be picked up from JCCWD).</i>
EMPLOYMENT	<i>– The name, address and telephone number of each place you have applied for employment within the last 30-days.</i>
ADDITIONAL INFORMATION:	
<i>All applicants must be actively seeking employment and, as such, must be appropriately attired when applying to this program.</i>	
<i>All applicants with children should bring someone to care for them while they complete the application process. Noisy, disruptive or unruly children will not be allowed to disturb others while they are being served or when testing.</i>	
<i>If JCCWD training assistance was received in the past, you may not be eligible for additional training.</i>	
<i>Training will only be considered an option for applicants determined to be low income, underemployed, unemployable, or most in need of training. Training dollars are not "entitlements", nor is JCCWD funding considered financial aid.</i>	
<i>All applicants are required to take the math and reading portion of the Test of Adult Basic Education (T.A.B.E.).</i>	
<i>Be aware that JCCWD funding for some medical programs cannot be provided until you are accepted into the program. A Letter of Acceptance will be needed prior to consideration for JCCWD funding.</i>	

To view available training programs visit the website for The Alabama Workforce Investment Act at www.etpl.alabama.gov

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Jefferson County Center for Workforce Development (JCCWD) Process

(Adult & Dislocated Workers)

- Step 1** Report next door to the Alabama Career Center (3440 3rd Avenue South) to register with the Alabama Job Link Service (AJL). You must also bring the necessary information to complete a resume which includes all of your most recent places of employment, including dates and location of employment. All information must be current.
- Step 2** Bring your WIA referral form, resume and other documents listed on reverse side, to the Jefferson County Center for Workforce Development Office for intake and eligibility determination.
- Step 3** After eligibility is determined, you will be scheduled to take the Test for Adult Basic Education (TABE).
- Step 4** After completion of the TABE, with a passing score, you will be contacted by a JCCWD Case Manager for a case management appointment. **Make sure your contact information is current.**
- Step 5** Upon visiting with your case manager, you will be informed of all of the benefits and services offered by JCCWD.