

## WELCOME TO THE WIOA JOB SEARCH AND TRAINING PROGRAM!



WIOA stands for Workforce Innovation and Opportunity Act; it is a federal law passed in 2014. WIOA maintains and funds a network of career centers and employment and training programs across the United States (US). San Pablo Economic Development Corporation (San Pablo EDC) is part of the WIOA program in Contra Costa County; we offer free case management, job search assistance, and training services to the public. The WIOA program aims to help job seekers find gainful employment with good wages and benefits and to help employers find well-qualified workers.

To be eligible for WIOA services, you must be:

- A U.S. citizen or legal resident (living in any county);
- 18 years old or older;
- Unemployed or underemployed; and
- Registered with the Selective Service if you were assigned the male gender and born after 1959 unless you arrived in the U.S. after age 25.

By applying for the WIOA program, you can work one-on-one with the EDC's workforce team on your job search; you may also qualify for financial assistance for professional training.

It is important to know that WIOA is not an entitlement program; enrollment in WIOA is not automatic, and WIOA participants must work in good faith toward achieving their professional goals with the support of the EDC workforce team within a given period of time.

Your active participation throughout the process matters. Should you not be responsive to staff in a timely manner, you may be disenrolled from the program. Demand for services is high. So, please stay in touch and make sure to keep your phone number and email current with San Pablo EDC staff.

To apply for WIOA services with San Pablo EDC, complete the following steps:

1. Attend a WIOA Orientation. You have two options:
  - a. Option 1: Join the Tuesday at 10:00 AM Zoom Meeting using <https://tinyurl.com/SpedcWIOA> or Dial (669) 900-9128 and enter the meeting ID 881 9069 5708 when prompted.
  - b. Option 2: View the pre-recorded WIOA Orientation online at <https://tinyurl.com/SpedcWIOA>.
2. Create an individual user profile on the CalJOBS website ([www.caljobs.ca.gov](http://www.caljobs.ca.gov)) if you don't have one already.
3. Complete and sign the EDC's Workforce Enrollment Form and Rules of Conduct.
4. Read, complete and sign the WIOA pre-enrollment documents (three forms) and upload them directly to our secure Dropbox link: <https://www.dropbox.com/request/UqBr1MdErT55eZR4cALo>
5. Schedule a telephone appointment with Maria Echeverry at 510-215-3202 to complete your WIOA application.

Eligibility Documents required for your WIOA application include:

- Identification (e.g., current driver's license, state ID, passport, birth certificate)
- If you are a San Pablo resident, proof of address (ID and utility bill or other document with your name and address)
- Social Security card
- Documentation of your unemployment insurance claim and layoff, if this applies to you
- Documentation of any public assistance received, if this applies to you
- Documentation of Selective Service registration (for people assigned the male gender at birth and born after 1959, excepting those who arrived in the U.S.A. after age 25, which must be documented).

Please be prepared to send these documents to ([Mariae@sanpabloedc.org](mailto:Mariae@sanpabloedc.org)) before your phone appointment with her, she can be reached at (510) 215-3202 if you have any questions.