

Workforce Investment Act (WIA) / On-the-Job Training (OJT) (Participant)

WIA / OJT is a program designed to stimulate the hiring, training, and retraining of individuals in need of these services. Through the OJT contract, occupational training is provided for the WIA participant for an allotted number of hours. All trainees entered into the WIA / OJT program must be certified, in person, as eligible by Workforce Development. Once trainees have been certified as eligible and hired by the employer, employment begins and continues until the allotted training time expires.

Training times for each job are designed to get the trainee through that part of the training that is most costly. The trainee profits by being able to compete with persons who have experience in the job market. Thus both employer and trainee profit from the WIA / OJT program.

Participant Required Documentation for City of Shreveport OJT Training

- Louisiana Workforce Commission Registration
- Provide Documentation for WIA Program Eligibility
- OJT Training Assessment ([WorkKeys](#))
- Applicant Intake Form

If you would like to become a fully registered user with Louisiana Workforce Commission and have access to all our training/programs, career guidance, and online services, please click Register. [Click here to begin.](#)

Already registered and have forgotten your password, username, or both, please click Forgot. [Click here to begin.](#)

Documentation Needed For WIA Program Eligibility

You must bring at least ONE document that is listed under category (A), (B), (C) and (D).

These documents are mandatory and must be presented at your eligibility appointment date listed below

These items will verify your citizenship, your place of residency, your date of birth, and your income

Category (A)*Citizenship**

[Birth Certificate](#)

[Voter Registration](#)

Hospital Record Of U.S. Birth

Naturalization Certification

U. S. Passport

All applicants'

YOU must have a social security card (a copy or original) if you do not have one, then you must bring a Letter of Application from the Social Security Office

Category (B) *Residency**

[Drivers License](#)

Lease or Rent Agreement

Utility Bill

Post-Marked Mail

Males ONLY

between the ages of

18-26 must be

registered for selective service

www.sss.gov

Category (C) *Date of Birth and Age Verification**

[Drivers License](#)

[Birth Certificate](#)

Veterans Medical Card

ALL Veterans

Must Bring One of the following:

DD214, Veterans Affairs

Acknowledgment, Veterans

Administration Medical Card

Category (D)* Income verification**

Pay Stubs (the *last* check stub received)

Employer Statement or Letter with wage info

Pension or Retirement Award letter

[Social Security Benefits Letter \(SS\)](#)

[Supplemental Security Insurance \(SSI\)](#)

[W-2 Form](#)

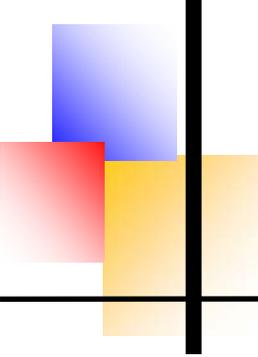
Layoff Notice

Worker's Compensation Letter

ALL **Public Assistance** Recipients

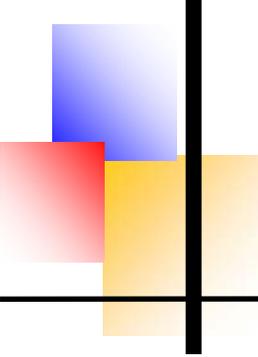
Bring:

Your most recent budget sheet



WIA Adult Income Level Guidelines for Program Year 2012

FAMILY SIZE	200% of OMB POVERTY LEVEL
1	\$22,340
2	\$30,260
3	\$38,180
4	\$46,100
5	\$54,020
6	\$61,940
7	\$69,860
8	\$77,780
9	\$85,700
10	\$93,620
11	\$101,540
12	\$109,460
Each additional member add	\$3,960 Low Income Individual – an adult who received or is a member of a family that receives a total family income that, relative to family size, doesn't exceed 200% of the current federally established OMB poverty level. \$10.74 per hour would be the “ self sufficiency ” hourly wage.



WIA Youth Income Level Guidelines for Program Year 2012

FAMILY SIZE	OMB POVERTY LEVEL
1	\$11,170
2	\$15,130
3	\$19,090
4	\$23,050
5	\$27,010
6	\$30,970
7	\$34,930
8	\$38,890
9	\$42,850
10	\$46,810
11	\$50,770
12	\$54,730
Each additional member add	\$3,960
	\$10.74 per hour would be the “ self sufficiency ” hourly wage.

WorkKeys

What is WorkKeys?

For nearly two decades, WorkKeys has been one of the nation's leading employability assessment systems, measuring skills employers believe are important to job success. The system was originally developed to assess foundational skills and recently has been expanded to offer personal skills assessments. WorkKeys measures skills that are valuable for any occupation –skilled or professional- and at any level of education. Assessments are given in three key areas.

Communication

Reading for Information

Problem Solving

Applied Mathematics

Locating Information