

# Overview of the Tampa Bay WorkForce Alliance Hillsborough County Training Assistance Program

Referred to as “HCTA”

Governed by WIA program guidelines

# Training Assistance for the Unemployed/Underemployed Worker Overview and Orientation Outline:

This presentation covers the following:

- What is the Hillsborough County Training Assistance Program through TBWA called HCTA?
- Who is eligible and suitable for the program?
- What Services are available?
- What are the steps needed to fully complete your application?
- What are HCTA Obligations & Documentation Requirements?
- Where are the WIA One Stop locations?
- What are YOUR NEXT Steps?

# What is the Hillsborough County Training Assistance Program?

The **Hillsborough County Training Assistance Program** was established by Tampa Bay WorkForce Alliance to assist eligible laid-off workers who are unlikely to return to their previous occupation and will need training to make a career upgrade/change. You will find laid-off workers are referred to as “dislocated” workers and underemployed workers are referred to as “adults”.

The **Hillsborough County Training Assistance Program** is referred to as HCTA program during this presentation.

# Who is eligible under the Hillsborough County Training Assistance Program?

- Have been terminated or laid off from their job generally due to economic downturn, OR
- Has received a notice of termination or layoff,

AND

1. Is unlikely to return to their previous industry or current occupation, and
2. Is eligible for, receiving or has exhausted their unemployment compensation

❖ **Documentation will be required to support the above to comply with Workforce Investment Act (WIA) requirements for a Dislocated Worker.**

Displaced Homemaker who:

- Has been providing unpaid services to family members in the home;
- Has been dependent on the income of another family member but is no longer supported by that income, and
- Is currently unemployed or underemployed and is currently having difficulty obtaining employment.

Military Service member who:

- Is a non-retiree and discharged under honorable conditions who is unlikely to return to his/her previous occupation or industry.

Meets Eligibility as a Military Spouse of a Military Service Member

Self Employed or Contract worker who is now unemployed due to:

- General economic conditions in the community, or
- A Natural disaster

# General Eligibility for the HCTA Program

You must also meet and document the following general eligibility requirements below:

- You are 18 years or older.
- You have a valid social security number.
- You are a Hillsborough County Resident.
- You meet U.S. Citizen requirements or hold a Permanent Resident Card in the U.S.
- If you are a male whose date of birth falls after December 31<sup>st</sup>, 1959, that you have met Selective Service Registration requirements.

All eligibility criteria will require supporting documentation as outlined in TEGl 17-05

# Suitability for Services under the HCTA Program

**HCTA/WIA is not an entitlement program.** In addition to eligibility, suitability for services and need for each level of service will be reviewed.

Items used in **determining suitability for:**

- Received training previously under WIA, WTP, TAA or other programs
- Presently holds skills or credentials/degrees in a targeted occupation
- Literacy Levels (TABE test results)
- Financial resources
- Stable living environment

# The HCTA Program services may include:

HCTA mirrors WIA program services which are divided into three levels of service or progression:

- 1) **Core**
- 2) **Intensive**
- 3) **Training**

## **Core services may include the following:**

- Initial assessment, outreach, intake, orientation
- Job search and placement assistance
- Workshops
- Access to employment statistics
- Information on filing for Unemployment Compensation
- Assistance in establishing eligibility for Financial Aid

## **Intensive services may include the following:**

- Comprehensive and specialized assessment
- Development of a Career Plan and Case Management
- Individual Career Counseling

# Training Services

**Training Services are based upon Eligibility and Suitability.  
Are you eligible?**

- Unable to obtain or retain employment through core and/or intensive level of services.
- Determined in need of training to obtain employment.
- Selecting an Occupation Training program from the provided Targeted Occupations List and from the list of Approved Training Providers
  - Hillsborough Targeted Occupations List identifies high demand or projected growth occupations
  - TBWA's list of Approved Training providers is available on-line.
- Unable to obtain other grant assistance (such as Pell Grants) to cover training costs.



# Training Services

- Training must be provided through Individual Training Accounts (ITAs).
- ITAs **cannot exceed \$3500** per program year and are to be used at an approved training provider/school.
- ITAs includes cost of tuition and **required** books, tools and supplies.
- **NO tuition reimbursement is allowed.**
- Training programs under the HCTA Program can **not exceed two years** in length.
- ❖ Some schools and/or training programs may require pre-requisite or general education (Gen Ed) which are not covered under the ITA

# O-Net Online

To review the requirements for your Selected Occupation Training program and occupation, please visit:

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

or

<http://www.bls.gov/oco/>

# Support Services

Support Services are based on customer need and may be available to assist you with participation in your training program. Examples are:

- Assistance with the cost of transportation
  - Training-related expenses
  - Employment-related expenses
- ❖ **ALL Support Services are based on need and subject to availability of funds. Assistance is provided through bank visa cards.**

# How do I apply for training under the HCTA Program?

You will find a guide to assist you in your program application and eligibility on the HCTA Application web-page.

Please print and follow requirements:

**Step 1:** Review and ensure that you likely meet the following conditions:

- A. Complete a self-assessment of meeting Program Eligibility requirements
- B. Find interest in an occupation on the Hillsborough List of Targeted Occupation

# How do I apply for training under the HCTA Program?

**Step 3:** Contact the Hillsborough County Training Assistance Program via the dedicated email address or phone line to schedule a meeting with a Career Counselor:

- A. After you have completed your HCTA application packet, you will need to schedule an appointment for a group enrollment meeting.
  - B. Contact us by emailing or calling at [wiaapplications@workforcetamp.com](mailto:wiaapplications@workforcetamp.com) or (813) 930-7538 to schedule
  - C. Bring in all required documents to your meeting using the Eligibility Questionnaire Checklist to check off each in preparation.
- ❖ **Please do not date your application packet until it is fully completed, has been reviewed and approved by a 2<sup>nd</sup> level approver at your enrollment meeting. At this point, TBWA staff will meet with you to finalize your application packet.**

# How do I apply for training under the HCTA Program?

## Step 4: Meet with a HCTA Career Counselor where:

A. Your application packet will be reviewed with TBWA staff and if items are missing or still needed, you will be given a due date to submit.

B. Career counseling is available should you need assistance.

C. Your next steps will be identified which may include the following:

- Schedule and complete required assessment(s),
- Visit, enroll and provide school paperwork showing you have been accepted, start date of your selected an Occupation Training program.

# How do I apply for training under the HCTA Program?

Enrolling in an approved school and training program from the approved Targeted Occupation List:

**Step 5:** Go to your selected school and complete application.

- A. You will need to provide proof of application and acceptance at school.
- B. Obtain a breakdown of costs of the training program of your interest.

**Step 6:** If your school indicates that selected training program is eligible for PELL, then complete online PELL application.

- A. You will need to provide proof of PELL award/denial.

**Step 7:** Complete any required assessments and obtain verification or assessment results to provide to a Career Counselor.

# How do I apply for training under the HCTA Program?

**Step 8:** Submit all items needed to complete your HCTA application packet by due date or at your Follow-Up appointment with a TBWA Career Counselor.

A. Submit all remaining items for your application packet such as:

- Any missing eligibility documentation,
- Your school enrollment paperwork,
- Assessment results or
- Verification of PELL application

**Step 9:** After the Career Counselor states application is completed, all completed application packets are reviewed by a supervisor prior to determining eligibility and provision of services.

❖ Please allow sufficient time for our review and approval process.



# Required Assessments:

1. If the selected school or training program has an entrance exam, then please provide proof of assessment, which can be a letter from the school with test results or a copy of the test results.
2. If the selected school or training program does not have an entrance exam, you may be required to complete a TABE test (Test for Adult Basic Education). Your TBWA Career Counselor will inform you of this and provide a referral.
3. The school or training program may require a physical exam, background and/or drug screening.
4. A Skills and Interest Assessment is required. Go to the link below to take the E-Choices test and print your assessment results. Register and take the Interest Profiler.

[florida.echoices.com](http://florida.echoices.com)

# Supporting Documentation Requirements for Application and Eligibility

## Application & Enrollment Documents

To finalize your application packet, you will need to provide documentation supporting the following. Please print and use the Eligibility Checklist to gather your documents.

- Proof of your Hillsborough County residency
- Verification of your age
- Verification of citizenship or Permanent Alien Resident Card
- Copy of an originally signed Social Security card
- Verification of Selective Service Registration if applicable
- Verification of eligibility criteria such as layoff and UC
- History of job search efforts to show unlikely to return to current occupation or employ with current skills
- Selected Occupation Training provider/school and Occupation Training program information
- Copy of PELL application/award/results
- Verification of passing school entrance or copy of TABE results
- Copy of E-Choices results – career interest

# Other Possible Documentation Requirements

You will find an eligibility checklist on the HCTA portion of the TBWA website to assist you with gathering your supporting documentation to submit with your application.

- Proof of Veteran's status for yourself or spouse if applicable.
- Proof of previous self-employment if applicable.
- Proof of displaced homemaker status if applicable.
- Proof of household income
- Proof of family size

Samples of Proof:

- Court Records
- Medical Records
- Divorce Decree or Separation papers
- Family member's death certificate
- Spouse's layoff notice
- Last 6 months paystubs or last year's 1040 Form

# Your On-going Obligations to TBWA include:

## HCTA Program customer participation & follow up with TBWA includes:

- School/training program information each term or semester
- Annual proof of Financial Aid assistance (PELL)
- Monthly contact reports
- Copies of certificates or certifications
- Verification of Employment and Follow Up information on job status.

# Your Obligations to TBWA while in training will include:

- **Contact** your TBWA Specialist at least once a month to report your status/progress, sick leaves, etc. This may be done through email.
- **Submit** a copy of your class enrollment each term or semester.
- **Submit** a copy of your grades each semester, *without exception*.
- **Submit** a copy of your Financial Aid Award letters (PELL, etc.) **each time** you receive an award statement.
- **Maintain** an overall “C” grade average or a passing grade if a pass/ fail system.

# Your Obligations to TBWA after training:

- **If you fail a course** you may be obligated to assume the cost of re-taking the course to complete your training program.

Once you complete training and go to work:

- **Provide copies of credentials** (i.e. diploma, certificate, licensure) after training completion.
- **Continue to stay in touch:** periodic contacts are required after TBWA closes your training case for a period of 12 months by the Federal government for all funds used under Stimulus
- **Verify employment** information and follow-up information on your job status for 12 months after your case is closed.

# Other Employment Services:

- Resource Rooms open daily
- Computerized Job Information System
- Job Placement Assistance through TBWA Recruiters
- Job Referrals
- Labor Market Information
- Vocational Assessments
- Employability Skills Workshops
- Referrals to many Community Resources
- File online: Unemployment Compensation - [www.fluidnow.com](http://www.fluidnow.com)
- Disability Navigator Program – access services for persons with disability.

# TBWA One Stops Offering the HCTA Program:

## WorkForce Brandon Career Center

9350 Bay Plaza Blvd., Suite 125  
Tampa, FL 33619

## WorkForce Plant City Career Center

2001 E. Cherry Street  
Plant City, FL 33563

## WorkForce Tampa Career Center

9215 N. Florida Ave., Suite 101  
Tampa, FL 33612

Call us at: **(813) 930-7538**

E-mail us at : [wiaapplications@workforcetampa.com](mailto:wiaapplications@workforcetampa.com)

Visit us online at: [www.workforcetampa.com](http://www.workforcetampa.com)



# What do I do NEXT in the Process?

## Approval Process and the Next Step:

1. When application is final, your packet will then be reviewed by a TBWA supervisor or 2<sup>nd</sup> level approver.
  - Your application may be reviewed by a regional supervisor or 3<sup>rd</sup> level approver if needed.
  - A Career Counselor will contact you if any questions or corrections arise.
2. A Career Counselor will notify you of the outcome of your application and progress of your request for HCTA Program services.
3. You will be scheduled for an enrollment meeting whereas:
  - Any remaining paperwork will be finalized.
  - Required monthly contact set up to ensure you remain in contact.
  - Assigned a Career Counselor who will handle your case and services.
  - Schedule your next appointment as in-person or telephonic

# The Program Law

The HCTA program falls under:

- The Workforce Investment Act (WIA) of 1998 and associated policy guidance from the US Department of Labor's Employment and Training division.
- TBWA's WIA program was established in 1998 to provide skilled labor to local employers and eligible Hillsborough County residents with employment and training services.

Primary goals of WIA are to:

- Improve the quality of the workforce
- Reduce welfare dependency
- Enhance the productivity and competitiveness of the Nation's economy.

# The End

Good luck with your career goals!