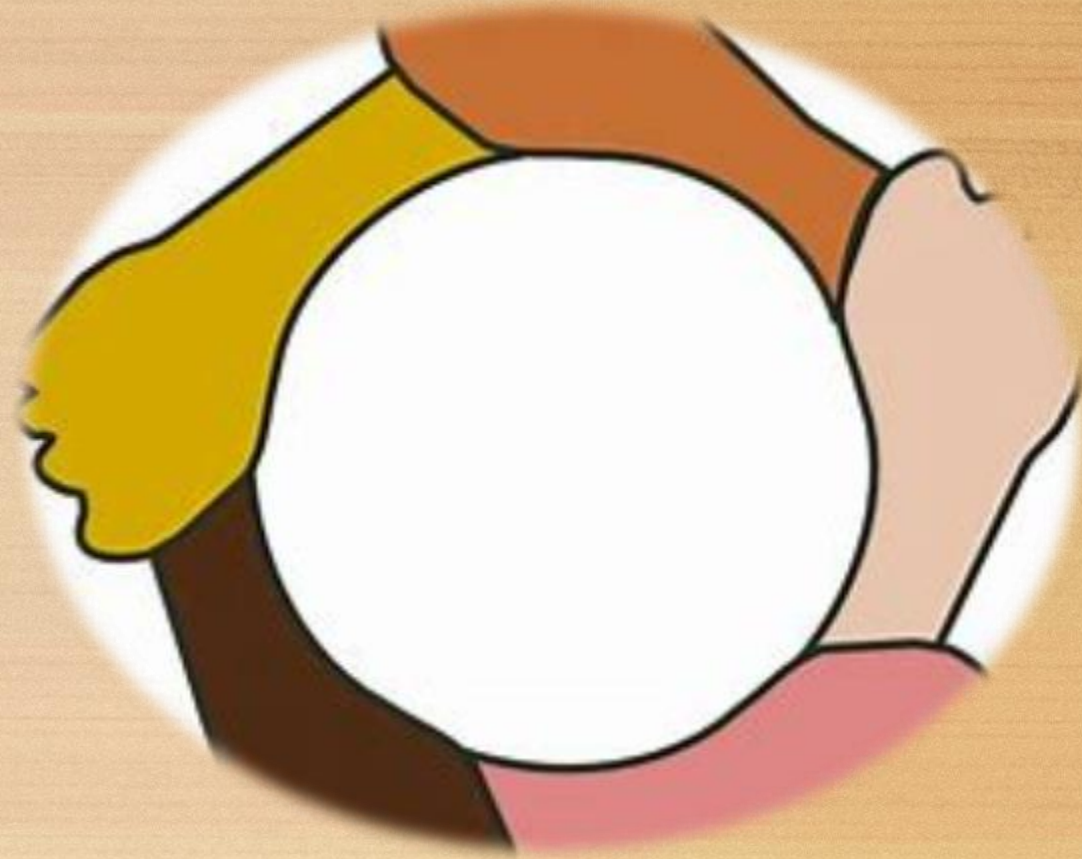


NCWORKS PROGRAMS ORIENTATION



What Is NCWorks Programs?

NCWorks Programs

Is a federally funded program designed to support individuals to obtain education and training that leads to employment.

In Buncombe county, your NCWorks Programs representatives are:

Carla Crews-McGirt, NCWorks Lead Coordinator

Jackie Scott, NCWorks Career Counselor

Catherine Redwine, NCWorks Career Navigator and Scholarship Coordinator

NCWorks Programs Eligibility

Adult (18 years and up)

- must meet a certain family income threshold (subject to change)

Dislocated Worker

- Individuals who have been "laid off" or are out of work for 13 consecutive weeks

Preparation and Enrollment Checklist

1

Create NCWorks account at www.ncworks.gov (yourself or career counselor will complete this step)

2

Complete Wagner Peyser Application (yourself or career counselor will complete this step)

3

Upload required documents (yourself or career counselor will complete this step)

Preparation and Enrollment Checklist Continued

Required Documents

- Birth Certificate OR Current US Passport for US Citizens OR Work Authorization (for non-US residents)
- Social Security Card (signed)
- Valid Driver's License or State I.D
- Pay stubs or employer letters itemizing pay for the last six months
- Family Size verification - tax documentation, rental agreement, or other legal documents
- Highest Level of education verification (transcript, GED, or HSD)
- For Dislocated Workers - UI benefits letter or lay off letter
- If you receive any assistance (EBT, Medicaid, Section 8, etc.), you will need a letter from DHHS regarding the benefit received
- Selective Service Verification - required for individuals identified as male on their original birth certificate

**Curriculum
NCWorks
Programs
Student's
Requirements**

-Apply to AB Tech Community College and provide an acceptance letter verifying program of study

-Complete the FAFSA (Free Application for Federal Student Aid)

-A career counselor will need copy of the completed FAFSA and confirmation email it was submitted and received

**Continuing
Education
NCWorks
Programs
Student's
Requirements**

-Meet with career counselor to determine career pathway

-Apply to approved Continuing Education program/course of study

-Meet with career counselor to complete NCWorks Programs enrollment process

NCWorks Programs Case Management Requirements



You will receive intensive case management after completing your enrollment



Monthly follow ups with your career counselor for the duration of your training and after up to one year

NCWorks Programs Case Management Continued

- Quarterly follow ups upon graduation from your training program
- If you are working, be prepared to provide ONE of the following documents:
 - Copy of a check stub
 - A letter or earnings record, payroll record, photocopy of payroll check from the employer
 - An authorized data record from a recognized source of employment records
 - An employment verification statement signed by an authorized individual
 - Documented telephone contact with the employer
 - For self-employed individuals verified copies of business records or documented verification from clients and/or contracting agencies

Questions?

Buncombe County NCWorks Programs representatives are:

Carla Crews-McGirt, NCWorks Lead Coordinator

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Jackie Scott, NCWorks Career Counselor

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Catherine Redwine, NCWorks Career Navigator and Scholarship Coordinator

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