

Why was I put on a waiting list?

1. Inadequate funding at this time
2. Wrong time of semester
3. Requested training not available



Illinois workNet™ Center—WIOA Program

Appointment Date: _____

Appointment Time: _____ A.M. / P.M.

Location: _____

Contact: _____

Phone: _____

**PLEASE BE ON TIME
HAVE ALL REQUIRED INFORMATION**

BE CONSIDERATE...

**CALL TO CANCEL & RESCHEDULE
IF YOU CAN NOT MAKE YOUR APPOINTMENT**

CONTACT ONE OF OUR OFFICES... IF YOU LIVE IN...

Alexander County

1401 Washington Ave, Cairo, IL (618) 734-0535

Edwards County

R.R.4, 334 Industrial Drive, Albion, IL (618) 445-2379

Gallatin /Saline County

14 Veterans Dr. Harrisburg, IL 62946
(618) 269-3486

Hamilton County

108 E. Jefferson, McLeansboro, IL (618) 649-2161

Hardin County

1 Market Street, Elizabethtown, IL (618) 287-7071

Johnson County

8364 Shawnee College Road, Ullin, IL (618) 634-3293

Massac County

1 Superman Square, Metropolis, IL (618) 524-2941

Pope County

1 Market Street, Elizabethtown, IL (618) 287-7071

Pulaski County

8364 Shawnee College Road, Ullin, IL (618) 634-3293

Union County

1000 North Main, Anna, IL (618) 833-7431

Wabash County

119 W. 12th Street, Mt. Carmel, IL (618) 262-4151

Wayne/White County

2004 W. Delaware Street, Fairfield, IL (618) 842-2962

Illinois workNet One-Stop Center

1700 College Ave.
Carmi, IL 62821
(618) 252-6062 ext. 1

www.illinoisworknet.com

If you experience any problems please contact
Southern 14 Workforce Investment Board, Inc.

Pamela Barbee, Executive Coordinator

304 East Robinson, Suite 210

PO Box 186

Carmi, IL 62821

Email boffice@so14lwib.com

Illinois workNet™ Centers are an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request
to individuals with disabilities at Illinois workNet™ Centers.

Applying for WIOA
training?

what **YOU**
can do to
make your
application
process
go faster



Step by Step Procedures
for getting YOUR
WIOA application filed

- *Call to make an appointment.*
- *Gather documentation to bring with you to your appointment. (Documentation listed to the right).*
- *Be prepared for your appointment day. BE CONSIDERATE, if you can not make your appointment, please call to cancel or reschedule.*
- *Application is completed.*
- *Selection/Review process begins.*

What should I do while
waiting for my appointment?

1. Gather all documentation. (listed to the right)
2. Contact colleges (assessment & testing)
3. Complete financial aid.



Access the Illinois workNet website
in our Resource Center

- Find local information and services specific to your zip code
- Learn key skills to successfully apply and interview for a job
- Get training to improve your skills
- Acquire assistance with job transition
- Find information for child care, financial aid, unemployment and other helpful resources

To apply for the WIOA Program, you **MUST** have the following information to determine your eligibility. If you do **NOT** have the following information with you at your appointment, your application will **NOT** be accepted. Please refer to Application Documentation for specifics.

1. Proof of date of birth and citizenship
2. Social security card
3. Driver's license
4. Proof of current physical address
5. Proof of ALL gross income
6. Proof of number in household
7. Proof of Veteran's status
8. Any public assistance received in last 6 months
9. If Ward of State or Foster Child (letter stating so)
10. Proof of highest grade completed
11. Proof of handicap status
12. Proof of work history
13. All monthly household expenses
14. Dislocated worker status (if applicable)
15. Collateral contacts
16. Car registration
17. Proof of car insurance
18. Motor vehicle report (CDL applicants only)
19. Background check (CNA only)
20. If 18 years or younger or claimed dependent by parents/guardian all forms must be signed by them
21. Valid email address



www.illinoisworknet.com