The Partner’s Guide to Preparing Youth for the WIA Program

Regional Workforce Center:
Lima Plaza
6974 S. Lima Plaza
Centennial, CO 80112
Phone: 303.636.1260
Fax: 303.636.1250
TTY: 303.636.1207

Aurora Workforce Center:
Alura Plaza
15400 E. 14th Avenue
Aurora, CO 80011
Phone: 303.636.1260
Fax: 303.636.1250

Castle Rock Workforce Center:
Douglas County Library
100 S. Wilcox Street, Suite 198
Castle Rock, CO 80104
Phone: 720.733.4321
Fax: 720.733.4324

Littleton Workforce Center:
Arapahoe Plaza
1690 W. Littleton Blvd., Suite 300
Littleton, CO 80120
Phone: 303.636.1260
Fax: 303.636.1250

Locations:

Services:

• Creating/Updating Resumes
• Mock Interviews
• Job Search Help
• Cover Letters
• Applications
• Career Assessments
• Educational Assistance
• Soft Skills
...and more!

www.adworks.org

Funded by Workforce Investment Act Youth Program
1. Make sure youth show an interest in the WIA Program. Identify eligibility by using the color-coded eligibility checklist on the right.

2. Gather all appropriate paperwork.


4. Provide copies of any completed assessments.


7. Send youth prepared with a resume.

8. Be available during info/intake session to answer any questions.

To be considered eligible for Arapahoe/Douglas Works! Youth WIA services, youth must submit complete documentation from each category below:

**Identification**
- Colorado I.D. and Signed Social Security Card
- School I.D. (17 and under) and Signed Social Security Card and Birth Certificate
- Males 18+ need to provide proof of selective service registration

**Income Documentation**
- Choose One:
  - TANF/Food Stamps - ADW! can provide necessary documentation
  - Supplemental Security Income - Social Security documents
  - Homeless - A written statement from a homeless shelter, a written statement from individual providing residence and/or a self attestation
  - Foster Child - Court documents or written statement from local agency stating you are a ward of the state
  - Disability - Medical records, letter from drug/alcohol rehabilitation agency, physician’s/psychiatrist’s/psychologist’s statement, or school records (IEP). All documents must be less than one year old
  - Family Six Month Income* - Social Security cards and proof of income for the past six months (paystubs, letter from employer, W2). *If youth is homeless, a foster child, has a disability or is not claimed on parent’s taxes, they are considered a Household of One and only the youth’s income will be used for eligibility purposes.

**Barrier**
- Choose One:
  - Youth Offender - Juvenile/criminal justice/court documents, a letter from parole/probation officer or police records
  - Pregnant/Parenting - A copy of child’s birth certificate, a physician’s note or a statement from a school program for pregnant teens
  - Foster Child - Court letter/court documents or a written statement from a state/local agency stating youth is ward of the state.
  - Homeless/Runaway - A written statement from a homeless shelter, a written statement from individual providing residence and/or a self attestation
  - Dropout - Self-attestation and/or letter from school
  - Basic Skills Deficient - TABE test
  - Youth Needs Assistance - An attestation filled out specifying why youth needs assistance.

**After Enrollment**
After enrollment, our partnership is still important for the youth’s success:

- Provide documentation to assigned workforce specialist such as paycheck stubs, test scores and certificates.
- Ensure youth is in attendance at requested events.
- Have open communication with workforce specialist so the best plan for the youth can be implemented.
- Collaborate meetings and assignments so the youth is not overwhelmed with tasks.
- Guidance in job search or into short-term training leading to livable wages.

**Youth Resource Center**
The Youth Resource Center is a resource room customized to meet the needs of youth job-seekers. The drop-in center features computers with internet access, fax and copy machines, courtesy phones, reference materials and access to youth-friendly job postings and hiring events. The Youth Resource Center is open Monday - Friday 8:00 a.m. - 4:30 p.m.