

LAYOFF RESPONSE RESOURCES



Services for Laid-Off Workers

LAYOFF RESPONSE SERVICES



The One Stop Career Center of Monterey County

The One Stop Career Center of Monterey County oversees the local workforce services system designed to meet the needs of businesses and job seekers who want to further their new careers.

Services for Laid Off Workers

Title I of the Workforce Investment Act (WIA) offers a wide range of employment services for workers who are unemployed due to plant closures, business relocations, and company downsizing. These services include career planning, job search preparation assistance, and employment referrals.

Rapid Response Services

When layoffs occur, or are about to occur, our Workforce Service Specialists can respond quickly to meet your needs. Under the Workforce Investment Act of 1998, our multi-agency Rapid Response Team offers a variety of services to affected workers and employers.

No-Cost Services

All services described in this booklet are funded through multiple WIA funding sources, and are provided at no-cost to either the employee or the employer.

TABLE OF CONTENTS

| | |
|--|----|
| The Workers Adjustment Retraining Notification Act (WARN)..... | 4 |
| Career Center Orientation and Workshops | 5 |
| Rapid Response Coordinator Contact Information | 6 |
| WorkKeys/SkillCheck Assessment and Testing | 7 |
| Veteran’s Services and Resources..... | 9 |
| Other Services and Resources..... | 11 |
| Career Center Programs and Services..... | 13 |
| Workforce Investment Act – Eligibility Requirements..... | 14 |
| Career Center Locations and Office Hours..... | 16 |

THE WORKER ADJUSTMENT RETRAINING NOTIFICATION (WARN) ACT

In 1989, the federal government enacted the WARN Act. This Act requires employers to notify employees of impending layoffs and plant closures in advance.

WARN protects employees by notifying them 60 days in advance of the impending layoff so that:

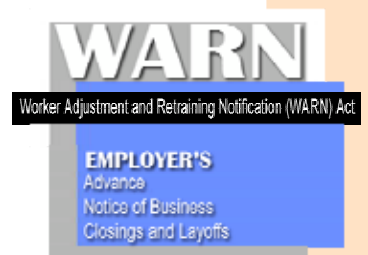
- Workers have time to make necessary adjustments and begin looking for new jobs.
- The no-cost Workforce Services described in this booklet can be made available to employees.
- Workforce Services staff can work with the employer to try to avert the plant closure or downsizing.

The WARN Act requires employers with 50 (in California AB 2957) or more full-time employees to take certain actions if they are about to:

- Close a facility, discontinue an operating unit for more than six-months, or when 50 or more employees lose their jobs during any 30-day period at a single site or employment.
- Lay off 50 to 499 workers, when the layoff constitutes 33% or more of the active work force at a single site.
- Lay off 500 or more workers at a single site.

For more detailed regulatory information, see:

- <http://www.edd.ca.gov> or <http://www.dol.gov>



ORIENTATION

Group meetings, either on-site or at the One Stop Career Center, provide attendees information on how to access the One Stop Career Center system. Information is provided on:

- One Stop Member Services
- Unemployment Benefits
- Supportive Services
- EDD Workforce Services
- Intensive Services
- Local Workforce Services
- Retraining Opportunities

WORKSHOPS & OPPORTUNITIES AVAILABLE

Workshops are available at the One Stop Career Center to provide assistance to displaced workers to enable them to adjust and develop a plan of action to find new employment.

Attitude is Everything

- Besides providing Superior Customer Service, having the right attitude can do more than get you hired.
- It can help you to move up the career ladder to success.

Building Resumes, Cover Letters & Thank You Letters

- Resumes and Cover letters are important in today's job search.
- Thank You letters can make the difference between getting a job - or not getting a job.
- Learn what it takes to create each of these successfully.

Successful Interviewing

- Preparation is the key to a successful interview.
- Know how to answer difficult interview questions.
- Learn what every job seeker should know about successful interviewing.

Basic Job Applications

- Whether you are completing a paper application, or doing one online, you really need to know the basics.
- Applying for a job requires much more than just filling out a form. Find out!

Customer Service Standards

- Customer Service is the single-most important skill that employers want.
- Learn what it takes to provide Superior Customer Service to co-workers, partners, employees, and customers.

Negotiating Your Salary

- Find out what it takes to get the salary you deserve.
- Our preparation and negotiating techniques can provide the answers you seek.

Networking for Success

- Every successful job seeker can tell you that it requires a lot more than just a newspaper to get a great job.
- It requires preparation, knowledge, and contacts - contacts - contacts!
- Discover the hidden labor market through networking.

JOBLINK NETWORKING GROUP

The JobLink Networking Group meets each Monday at 2pm and offers serious-minded job seekers the opportunity to meet and discuss job search strategies with local employers. Employers provide information on careers in their industry as well as suggestions on improving job search, interview skills, and networking techniques.



EMPLOYERS

for

RAPID LAYOFF RESPONSE ASSISTANCE

call

The One Stop Career Center of Monterey County

Harry Gamotan, Rapid Response Coordinator

Telephone: **(831) 796-3354**

Email: gamotanh@co.monterey.ca.us

or

Yuko Duckworth, Rapid Response Coordinator

Telephone: **(831) 796-3640**

Email: yduckwor@edd.ca.gov

for

WORKFORCE SERVICES ONLINE

Access the Virtual One Stop Website at

<http://www.onestopmonterey.org>





WorkKeys® Assessment

The WorkKeys® career readiness assessment system was created by ACT, Inc. Businesses use WorkKeys® to measure the workplace aptitude of employees and job applicants. Schools and colleges also use WorkKeys® to assess students for the workplace.

WorkKeys® consists of three elements:

- Job skill assessments, which are designed to measure foundational and personal skills as they apply to the workplace
- Job analysis, which pinpoints or estimates skill benchmarks for specific job positions that individuals must meet through testing
- Skill training, which helps individuals boost their scores



Skills Testing/Assessment

Our testing system, SkillCheck, is the most advanced skills assessment system. It offers performance-based tests for assessing skills on key software products (Microsoft Office Suite, Lotus, WordPerfect, QuickBooks, Peachtree, etc.). SkillCheck also offers assessments in other key areas like clerical, typing, data entry, accounting, and more.

Why test job applicants?

Experts estimate the cost of a bad hiring decision at 20% to 200% of a year's salary. Testing job applicants gives you the information necessary to make effective hiring decisions. With stakes this high, it's no wonder more and more companies are integrating testing into their hiring processes.

What occupations are tested?

ACCOUNTING AND FINANCE

- Accounting, bookkeeping
- Bank teller
- Financial management, collections
- Accounts receivable and payable
- Peachtree, QuickBooks
- Microsoft Excel and Access
- Typing, audio transcription, and
- Accounting language skills

CALL CENTER

- Customer service
- Telephone message-taking and sales ability using realistic scenarios

GENERAL CLERICAL

- Basic Office skills
- Business English and math
- Typing, data entry, ten-key
- Filing and coding
- MS Word, Excel, PowerPoint, and Access
- Telephone and office management

DIGITAL LITERACY

- Computer skills and knowledge
- Internet, browsing, and email
- Hardware, software, and networks

FOOD SERVICE

- Food safety, storage, and disease prevention
- Clinical nutrition and world cuisine
- Food preparation techniques

LIGHT INDUSTRIAL

- Pick-and-pack, count-and- stack
- Basic and shop math
- Forklift operation, general safety

- Shipping and receiving, as well as
- Construction, automotive, plumbing, and electrical work

INFORMATION TECHNOLOGY

- Critical skills for programmers
- Programming languages
- Information technology systems

LEGAL

- Legal research and litigation
- Legal knowledge and terminology
- General office skills, typing, transcription

MEDICAL OFFICE

- Understanding medical concepts and terminology
- Medical billing, coding, typing, transcription
- HIPAA Compliance

NURSING

- Critical Care, Intensive Care, Pediatrics, Psychiatric nursing

RETAIL SALES

- Retail skills and knowledge
- Customer Service

SOFTWARE SKILLS

- Microsoft Office Suite, Lotus, and WordPerfect

STAFFING AND HR KNOWLEDGE

- Recruiting and sales
- Operations and management
- Training and compliance
- Employment rules, regulations and Laws



Veteran's Services and Resources



The One Stop Career Center of Monterey County has many valuable resources to assist you in your career planning and job search activities. In our Employment Center, you'll find the latest tools, computers, software, books, videos, and much more. You can register for Career Fairs, Job Search Workshops, Skill Assessment Tests, and One-on-One Job Search Assistance.

One Stop Career Center of Monterey County

730 La Guardia Street - Salinas, CA 93905
1760 Fremont Blvd., Ste. D2 - Seaside, CA 93955
200 Broadway St., Ste. 62. - King City, CA 93930
Toll Free 800.870.4750
Online www.onestopmonterey.org



Monterey County Military and Veteran's Affairs Office

Benefits Claims Assistance: Claims advocacy for veterans, their survivors or dependents.

Telephonic Claims Assistance: This program provides veterans assistance over the phone.

Special Outreach Services is provided to those severely disabled, social disadvantaged and senior citizen veterans whose needs would otherwise go unmet.

County Veterans' Van Program: Free van transportation may be scheduled for transportation of Monterey County veterans to the VA Medical Center in Palo Alto and the San Jose VA Outpatient Clinic. **Call a Volunteer Van Coordinator to schedule a ride at 647-7614.** This is a 24-hour voice mail service.

Special Liaison Service: If you desire transfer from a local health care facility to a VA Hospital, contact the MVAO branch nearest you for assistance.

Notary Public Services are available at Administrative Office in Monterey at no cost for veterans and their immediate family.

Survivors Assistance: Our Offices provide claims assistance for all veterans' survivors to include casualty reporting, SBP, DIC, burial and VA death insurance claims.

Admin Line: 800.455.0057

Free health advice is available 7 days a week, 24 hours a day.

Contact: Helen Pickard
1200 Aguajito Road, Room #003
Monterey CA 93940
tel 831.647.7612
fax 831.647.7618
pickardhm@co.monterey.ca.us

Contact: Eddie Humada
1000 S. Main Street, Rm 107
Salinas, Ca 93901
tel 831.796.3585
fax 831.755.4449
humadae@co.monterey.ca.us



Welcome home and *thank you* for your service to our country! Each VA Medical Center has a team ready to welcome OEF/OIF service members and help to coordinate their care. Call the OEF/OIF Service Office @ 650.444.7114 ext. 60007.

- Health Care Eligibility for 5 years
- Dental Benefits
- Veteran's Readjustment Programs
- Federal Recovery Coordination Program
- Primary Health Care for Veterans
- As well as Additional Benefits



The Veterans Transition Center provides services for homeless veterans and their families. By providing veterans with transitional housing, emergency services and case management programs, veterans will once again become employable, productive members of the community. We strive to better the lives of homeless veterans and aim to give them the tools they need to help themselves.

VETERAN'S TRANSITION CENTER

220 Twelfth Street - Marina, CA 93933
831.883.VETS or www.vtcmonterey.org



The Disability Program Navigator is available to assist disabled customers with accessing One Stop Career Center services. A one-on-one consultation is usually the first point-of-contact with the customer:

DISABILITY PROGRAM NAVIGATOR

Monterey County Office for Employment Training
730 La Guardia Street - Salinas, California 93905
David R Fowler @ 831.796.3348 or fowlerdr@co.monterey.ca.us



A 24-hour crisis team is located at Natividad Medical Center. Assessment for acute care, including inpatient psychiatric services, is available at the Emergency Room. Services at all sites are delivered by licensed behavioral health professionals.

NATIVIDAD MEDICAL CENTER

1441 Constitution Blvd. - Salinas, California 93906
831.755.4111 or www.natividad.com



Temporary public assistance benefits and services are available to assist eligible residents of Monterey County meet their basic needs. Programs include temporary cash assistance, General Assistance, Medi-Cal, Food Stamps, and CalWORKs. Eligibility for these public benefits is based upon income and resource levels.

DEPARTMENT OF SOCIAL & EMPLOYMENT SERVICES

1000 S. Main St., Ste. 208 - Salinas CA 93901
831.755.4400 or 866.323.1953 or mcdses.co.monterey.ca.us



Adult Services provides mental health services, medication support, case management, brokerage and groups for those individuals who have a chronic persistent mental illness and meet the targeted population of those we serve. That includes those people with schizophrenia, bipolar disorder, and atypical psychosis.

MONTEREY COUNTY HEALTH DEPARTMENT ADULT BEHAVIORIAL HEALTH SERVICES

1441 Constitution Blvd.
Salinas, CA 93906
831.796.1700

1200 Aguajito Rd.
Monterey, CA 93940
831.647.7652

620 Broadway, Ste. N
King City, CA 93930
831.386.6899



[EDD Workforce Services](#) and [One-Stop Career Centers](#) have specially-trained staff to ensure veterans of the U.S. Armed Forces receive maximum employment and training opportunities. Services can include counseling, labor market information, job referrals, job search workshops, and job development with potential employers. All veterans are eligible for the Veterans Intensive Program. Special assistance is available for veterans with service connected disabilities.

ONE STOP CAREER CENTER OF MONTEREY COUNTY

Salinas Airport Business Park

730 La Guardia Street - Salinas, California 93905

Tel 831.796.3600

www.edd.ca.gov or www.caljobs.ca.gov

Other Services and Resources



2-1-1 is a toll-free three digit telephone number which connects callers with trained information and referral specialists. If you need to know where to go for help but don't know who to call, start with 2-1-1. Tell the Call Specialist what type of service you are looking for. You will be given referrals (names and phone numbers) of organizations that provide the type of service you are seeking.

Callers can find out where to go for community services such as:

- After school programs
 - Alzheimer resources
 - Childcare
 - Crisis intervention
 - Disability services
 - Domestic violence programs
 - Drug and Alcohol counseling
 - Employment services
 - ESL Classes
 - Family counseling
 - Food and Clothing assistance
 - Gang prevention/intervention
 - Health and dental clinics
 - HIV/AIDS programs
 - Home healthcare services
 - Job training and retraining
 - Legal services
 - Literacy programs
 - Mental health counseling
 - Parenting classes
 - Senior services
 - Suicide prevention
 - Transportation services
 - Utility and rental assistance
 - Volunteer opportunities
- And much more!



Our mission is to prevent alcohol and drug addiction by offering education, prevention and recovery to individuals and families, regardless of ability to pay.

Our program services include:

- Men's Residential and Transitional Housing
- Employee Assistance Program
- Outpatient Services, as well as Prevention Education and Outreach
- Family Transitional Housing , and Driving under the Influence Classes
- Family Empowerment Counseling Services.

Contact: Marie Kassing, Deputy Director
11 Peach Street - Salinas, CA 93901 - Tel 831.753.5154

E-mail: mkassing@sunstreet.org Website: www.sunstreetcenters.org



JOB WITH THE U.S. DEPT. OF TRANSPORTATION

Apply for DOT Jobs Non-Competitively as a Person with a Severe Disability

The U.S. Department of Transportation Secretary has issued a goal that 3% of all new hires to the Department will be people with targeted disabilities. Most people with severe disabilities fall into this category. To help with this hiring initiative, managers are encouraged to hire people with severe disabilities using the "Schedule-A Hiring Authority". This authority allows managers to hire qualified persons with severe disabilities into Federal jobs without advertising vacancies and without competition. Applicants with severe disabilities, who meet the qualifications required for the job, may apply through the "Schedule A" process by providing the necessary documentation along with the Federal resume.

To determine if your education, experience and interests match the types of positions the Department of Transportation most frequently hires, go to this DOT website: www.careers.dot.gov



**MCHOME
Program**

The MCHOME Program is a collaboration between Interim Inc. and Monterey County Behavioral Health. The program is designed to get mentally ill adults off of the streets, into housing, and employed and/or on benefits. We work with them to assess if they fit the criteria of chronic homelessness and psychiatric disabilities by having them meet with a psychiatric social worker and a psychiatrist. Clients found appropriate are then enrolled into the program. Clients not meeting enrollment criteria are referred to other appropriate service providers.

MONTEREY COUNTY HEALTH DEPARTMENT MCHOME PROGRAM

220 Twelfth Street - Marina, CA 93933
Tel 831.883.3030 Fax 831.883.3032



One Stop Career Center Programs and Services

- **Self-Directed Job Search**
- **Information/Referrals on Self-Employment**
- **Career Guidance**
- **Assessment of Skills and Abilities**
 - Virtual One Stop Website
 - Pathways Career Exploration Center
 - Self-Assessment Tools
 - Skills Testing and Certification
 - Job Search Resources
- **Learn/Enhance Job Search Techniques (see worksnops)**
- **Job Search Resources**
 - Access to the Virtual One Stop
 - Internet Access
 - Job Listings
 - Information on Job Fairs
 - Career Library Resources
 - Printers
 - Fax Machines
- **Resume Building**
 - Create a good basic resume
 - Learn how to choose your resume style
 - Incorporate your skills and accomplishments into your resume
 - Write a resume that matches employer expectations
- **Access to Our Networking Group**
 - “JobLink” Networking Group (Held Weekly)
 - “JobClub” – Peer Networking Group (4x Monthly)
- **Job Placement Services**
 - Job Referrals
 - Work Experience and OJT Opportunities
- **Referrals for**
 - Career Transition Assistance
 - Financial and Budget Assistance
 - Childcare Assistance
 - Vocational Rehabilitation Services
 - Family Counseling (partners)

PERSONAL HISTORY RECORD
DEPARTMENT OF CITY CIVIL SERVICE
APPLICATION NO. 1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-8, 1-9, 1-10, 1-11, 1-12, 1-13, 1-14, 1-15, 1-16, 1-17, 1-18, 1-19, 1-20, 1-21, 1-22, 1-23, 1-24, 1-25, 1-26, 1-27, 1-28, 1-29, 1-30, 1-31, 1-32, 1-33, 1-34, 1-35, 1-36, 1-37, 1-38, 1-39, 1-40, 1-41, 1-42, 1-43, 1-44, 1-45, 1-46, 1-47, 1-48, 1-49, 1-50, 1-51, 1-52, 1-53, 1-54, 1-55, 1-56, 1-57, 1-58, 1-59, 1-60, 1-61, 1-62, 1-63, 1-64, 1-65, 1-66, 1-67, 1-68, 1-69, 1-70, 1-71, 1-72, 1-73, 1-74, 1-75, 1-76, 1-77, 1-78, 1-79, 1-80, 1-81, 1-82, 1-83, 1-84, 1-85, 1-86, 1-87, 1-88, 1-89, 1-90, 1-91, 1-92, 1-93, 1-94, 1-95, 1-96, 1-97, 1-98, 1-99, 1-100, 1-101, 1-102, 1-103, 1-104, 1-105, 1-106, 1-107, 1-108, 1-109, 1-110, 1-111, 1-112, 1-113, 1-114, 1-115, 1-116, 1-117, 1-118, 1-119, 1-120, 1-121, 1-122, 1-123, 1-124, 1-125, 1-126, 1-127, 1-128, 1-129, 1-130, 1-131, 1-132, 1-133, 1-134, 1-135, 1-136, 1-137, 1-138, 1-139, 1-140, 1-141, 1-142, 1-143, 1-144, 1-145, 1-146, 1-147, 1-148, 1-149, 1-150, 1-151, 1-152, 1-153, 1-154, 1-155, 1-156, 1-157, 1-158, 1-159, 1-160, 1-161, 1-162, 1-163, 1-164, 1-165, 1-166, 1-167, 1-168, 1-169, 1-170, 1-171, 1-172, 1-173, 1-174, 1-175, 1-176, 1-177, 1-178, 1-179, 1-180, 1-181, 1-182, 1-183, 1-184, 1-185, 1-186, 1-187, 1-188, 1-189, 1-190, 1-191, 1-192, 1-193, 1-194, 1-195, 1-196, 1-197, 1-198, 1-199, 1-200, 1-201, 1-202, 1-203, 1-204, 1-205, 1-206, 1-207, 1-208, 1-209, 1-210, 1-211, 1-212, 1-213, 1-214, 1-215, 1-216, 1-217, 1-218, 1-219, 1-220, 1-221, 1-222, 1-223, 1-224, 1-225, 1-226, 1-227, 1-228, 1-229, 1-230, 1-231, 1-232, 1-233, 1-234, 1-235, 1-236, 1-237, 1-238, 1-239, 1-240, 1-241, 1-242, 1-243, 1-244, 1-245, 1-246, 1-247, 1-248, 1-249, 1-250, 1-251, 1-252, 1-253, 1-254, 1-255, 1-256, 1-257, 1-258, 1-259, 1-260, 1-261, 1-262, 1-263, 1-264, 1-265, 1-266, 1-267, 1-268, 1-269, 1-270, 1-271, 1-272, 1-273, 1-274, 1-275, 1-276, 1-277, 1-278, 1-279, 1-280, 1-281, 1-282, 1-283, 1-284, 1-285, 1-286, 1-287, 1-288, 1-289, 1-290, 1-291, 1-292, 1-293, 1-294, 1-295, 1-296, 1-297, 1-298, 1-299, 1-300, 1-301, 1-302, 1-303, 1-304, 1-305, 1-306, 1-307, 1-308, 1-309, 1-310, 1-311, 1-312, 1-313, 1-314, 1-315, 1-316, 1-317, 1-318, 1-319, 1-320, 1-321, 1-322, 1-323, 1-324, 1-325, 1-326, 1-327, 1-328, 1-329, 1-330, 1-331, 1-332, 1-333, 1-334, 1-335, 1-336, 1-337, 1-338, 1-339, 1-340, 1-341, 1-342, 1-343, 1-344, 1-345, 1-346, 1-347, 1-348, 1-349, 1-350, 1-351, 1-352, 1-353, 1-354, 1-355, 1-356, 1-357, 1-358, 1-359, 1-360, 1-361, 1-362, 1-363, 1-364, 1-365, 1-366, 1-367, 1-368, 1-369, 1-370, 1-371, 1-372, 1-373, 1-374, 1-375, 1-376, 1-377, 1-378, 1-379, 1-380, 1-381, 1-382, 1-383, 1-384, 1-385, 1-386, 1-387, 1-388, 1-389, 1-390, 1-391, 1-392, 1-393, 1-394, 1-395, 1-396, 1-397, 1-398, 1-399, 1-400, 1-401, 1-402, 1-403, 1-404, 1-405, 1-406, 1-407, 1-408, 1-409, 1-410, 1-411, 1-412, 1-413, 1-414, 1-415, 1-416, 1-417, 1-418, 1-419, 1-420, 1-421, 1-422, 1-423, 1-424, 1-425, 1-426, 1-427, 1-428, 1-429, 1-430, 1-431, 1-432, 1-433, 1-434, 1-435, 1-436, 1-437, 1-438, 1-439, 1-440, 1-441, 1-442, 1-443, 1-444, 1-445, 1-446, 1-447, 1-448, 1-449, 1-450, 1-451, 1-452, 1-453, 1-454, 1-455, 1-456, 1-457, 1-458, 1-459, 1-460, 1-461, 1-462, 1-463, 1-464, 1-465, 1-466, 1-467, 1-468, 1-469, 1-470, 1-471, 1-472, 1-473, 1-474, 1-475, 1-476, 1-477, 1-478, 1-479, 1-480, 1-481, 1-482, 1-483, 1-484, 1-485, 1-486, 1-487, 1-488, 1-489, 1-490, 1-491, 1-492, 1-493, 1-494, 1-495, 1-496, 1-497, 1-498, 1-499, 1-500, 1-501, 1-502, 1-503, 1-504, 1-505, 1-506, 1-507, 1-508, 1-509, 1-510, 1-511, 1-512, 1-513, 1-514, 1-515, 1-516, 1-517, 1-518, 1-519, 1-520, 1-521, 1-522, 1-523, 1-524, 1-525, 1-526, 1-527, 1-528, 1-529, 1-530, 1-531, 1-532, 1-533, 1-534, 1-535, 1-536, 1-537, 1-538, 1-539, 1-540, 1-541, 1-542, 1-543, 1-544, 1-545, 1-546, 1-547, 1-548, 1-549, 1-550, 1-551, 1-552, 1-553, 1-554, 1-555, 1-556, 1-557, 1-558, 1-559, 1-560, 1-561, 1-562, 1-563, 1-564, 1-565, 1-566, 1-567, 1-568, 1-569, 1-570, 1-571, 1-572, 1-573, 1-574, 1-575, 1-576, 1-577, 1-578, 1-579, 1-580, 1-581, 1-582, 1-583, 1-584, 1-585, 1-586, 1-587, 1-588, 1-589, 1-590, 1-591, 1-592, 1-593, 1-594, 1-595, 1-596, 1-597, 1-598, 1-599, 1-600, 1-601, 1-602, 1-603, 1-604, 1-605, 1-606, 1-607, 1-608, 1-609, 1-610, 1-611, 1-612, 1-613, 1-614, 1-615, 1-616, 1-617, 1-618, 1-619, 1-620, 1-621, 1-622, 1-623, 1-624, 1-625, 1-626, 1-627, 1-628, 1-629, 1-630, 1-631, 1-632, 1-633, 1-634, 1-635, 1-636, 1-637, 1-638, 1-639, 1-640, 1-641, 1-642, 1-643, 1-644, 1-645, 1-646, 1-647, 1-648, 1-649, 1-650, 1-651, 1-652, 1-653, 1-654, 1-655, 1-656, 1-657, 1-658, 1-659, 1-660, 1-661, 1-662, 1-663, 1-664, 1-665, 1-666, 1-667, 1-668, 1-669, 1-670, 1-671, 1-672, 1-673, 1-674, 1-675, 1-676, 1-677, 1-678, 1-679, 1-680, 1-681, 1-682, 1-683, 1-684, 1-685, 1-686, 1-687, 1-688, 1-689, 1-690, 1-691, 1-692, 1-693, 1-694, 1-695, 1-696, 1-697, 1-698, 1-699, 1-700, 1-701, 1-702, 1-703, 1-704, 1-705, 1-706, 1-707, 1-708, 1-709, 1-710, 1-711, 1-712, 1-713, 1-714, 1-715, 1-716, 1-717, 1-718, 1-719, 1-720, 1-721, 1-722, 1-723, 1-724, 1-725, 1-726, 1-727, 1-728, 1-729, 1-730, 1-731, 1-732, 1-733, 1-734, 1-735, 1-736, 1-737, 1-738, 1-739, 1-740, 1-741, 1-742, 1-743, 1-744, 1-745, 1-746, 1-747, 1-748, 1-749, 1-750, 1-751, 1-752, 1-753, 1-754, 1-755, 1-756, 1-757, 1-758, 1-759, 1-760, 1-761, 1-762, 1-763, 1-764, 1-765, 1-766, 1-767, 1-768, 1-769, 1-770, 1-771, 1-772, 1-773, 1-774, 1-775, 1-776, 1-777, 1-778, 1-779, 1-780, 1-781, 1-782, 1-783, 1-784, 1-785, 1-786, 1-787, 1-788, 1-789, 1-790, 1-791, 1-792, 1-793, 1-794, 1-795, 1-796, 1-797, 1-798, 1-799, 1-800, 1-801, 1-802, 1-803, 1-804, 1-805, 1-806, 1-807, 1-808, 1-809, 1-810, 1-811, 1-812, 1-813, 1-814, 1-815, 1-816, 1-817, 1-818, 1-819, 1-820, 1-821, 1-822, 1-823, 1-824, 1-825, 1-826, 1-827, 1-828, 1-829, 1-830, 1-831, 1-832, 1-833, 1-834, 1-835, 1-836, 1-837, 1-838, 1-839, 1-840, 1-841, 1-842, 1-843, 1-844, 1-845, 1-846, 1-847, 1-848, 1-849, 1-850, 1-851, 1-852, 1-853, 1-854, 1-855, 1-856, 1-857, 1-858, 1-859, 1-860, 1-861, 1-862, 1-863, 1-864, 1-865, 1-866, 1-867, 1-868, 1-869, 1-870, 1-871, 1-872, 1-873, 1-874, 1-875, 1-876, 1-877, 1-878, 1-879, 1-880, 1-881, 1-882, 1-883, 1-884, 1-885, 1-886, 1-887, 1-888, 1-889, 1-890, 1-891, 1-892, 1-893, 1-894, 1-895, 1-896, 1-897, 1-898, 1-899, 1-900, 1-901, 1-902, 1-903, 1-904, 1-905, 1-906, 1-907, 1-908, 1-909, 1-910, 1-911, 1-912, 1-913, 1-914, 1-915, 1-916, 1-917, 1-918, 1-919, 1-920, 1-921, 1-922, 1-923, 1-924, 1-925, 1-926, 1-927, 1-928, 1-929, 1-930, 1-931, 1-932, 1-933, 1-934, 1-935, 1-936, 1-937, 1-938, 1-939, 1-940, 1-941, 1-942, 1-943, 1-944, 1-945, 1-946, 1-947, 1-948, 1-949, 1-950, 1-951, 1-952, 1-953, 1-954, 1-955, 1-956, 1-957, 1-958, 1-959, 1-960, 1-961, 1-962, 1-963, 1-964, 1-965, 1-966, 1-967, 1-968, 1-969, 1-970, 1-971, 1-972, 1-973, 1-974, 1-975, 1-976, 1-977, 1-978, 1-979, 1-980, 1-981, 1-982, 1-983, 1-984, 1-985, 1-986, 1-987, 1-988, 1-989, 1-990, 1-991, 1-992, 1-993, 1-994, 1-995, 1-996, 1-997, 1-998, 1-999, 1-1000, 1-1001, 1-1002, 1-1003, 1-1004, 1-1005, 1-1006, 1-1007, 1-1008, 1-1009, 1-1010, 1-1011, 1-1012, 1-1013, 1-1014, 1-1015, 1-1016, 1-1017, 1-1018, 1-1019, 1-1020, 1-1021, 1-1022, 1-1023, 1-1024, 1-1025, 1-1026, 1-1027, 1-1028, 1-1029, 1-1030, 1-1031, 1-1032, 1-1033, 1-1034, 1-1035, 1-1036, 1-1037, 1-1038, 1-1039, 1-1040, 1-1041, 1-1042, 1-1043, 1-1044, 1-1045, 1-1046, 1-1047, 1-1048, 1-1049, 1-1050, 1-1051, 1-1052, 1-1053, 1-1054, 1-1055, 1-1056, 1-1057, 1-1058, 1-1059, 1-1060, 1-1061, 1-1062, 1-1063, 1-1064, 1-1065, 1-1066, 1-1067, 1-1068, 1-1069, 1-1070, 1-1071, 1-1072, 1-1073, 1-1074, 1-1075, 1-1076, 1-1077, 1-1078, 1-1079, 1-1080, 1-1081, 1-1082, 1-1083, 1-1084, 1-1085, 1-1086, 1-1087, 1-1088, 1-1089, 1-1090, 1-1091, 1-1092, 1-1093, 1-1094, 1-1095, 1-1096, 1-1097, 1-1098, 1-1099, 1-1100, 1-1101, 1-1102, 1-1103, 1-1104, 1-1105, 1-1106, 1-1107, 1-1108, 1-1109, 1-1110, 1-1111, 1-1112, 1-1113, 1-1114, 1-1115, 1-1116, 1-1117, 1-1118, 1-1119, 1-1120, 1-1121, 1-1122, 1-1123, 1-1124, 1-1125, 1-1126, 1-1127, 1-1128, 1-1129, 1-1130, 1-1131, 1-1132, 1-1133, 1-1134, 1-1135, 1-1136, 1-1137, 1-1138, 1-1139, 1-1140, 1-1141, 1-1142, 1-1143, 1-1144, 1-1145, 1-1146, 1-1147, 1-1148, 1-1149, 1-1150, 1-1151, 1-1152, 1-1153, 1-1154, 1-1155, 1-1156, 1-1157, 1-1158, 1-1159, 1-1160, 1-1161, 1-1162, 1-1163, 1-1164, 1-1165, 1-1166, 1-1167, 1-1168, 1-1169, 1-1170, 1-1171, 1-1172, 1-1173, 1-1174, 1-1175, 1-1176, 1-1177, 1-1178, 1-1179, 1-1180, 1-1181, 1-1182, 1-1183, 1-1184, 1-1185, 1-1186, 1-1187, 1-1188, 1-1189, 1-1190, 1-1191, 1-1192, 1-1193, 1-1194, 1-1195, 1-1196, 1-1197, 1-1198, 1-1199, 1-1200, 1-1201, 1-1202, 1-1203, 1-1204, 1-1205, 1-1206, 1-1207, 1-1208, 1-1209, 1-1210, 1-1211, 1-1212, 1-1213, 1-1214, 1-1215, 1-1216, 1-1217, 1-1218, 1-1219, 1-1220, 1-1221, 1-1222, 1-1223, 1-1224, 1-1225, 1-1226, 1-1227, 1-1228, 1-1229, 1-1230, 1-1231, 1-1232, 1-1233, 1-1234, 1-1235, 1-1236, 1-1237, 1-1238, 1-1239, 1-1240, 1-1241, 1-1242, 1-1243, 1-1244, 1-1245, 1-1246, 1-1247, 1-1248, 1-1249, 1-1250, 1-1251, 1-1252, 1-1253, 1-1254, 1-1255, 1-1256, 1-1257, 1-1258, 1-1259, 1-1260, 1-1261, 1-1262, 1-1263, 1-1264, 1-1265, 1-1266, 1-1267, 1-1268, 1-1269, 1-1270, 1-1271, 1-1272, 1-1273, 1-1274, 1-1275, 1-1276, 1-1277, 1-1278, 1-1279, 1-1280, 1-1281, 1-1282, 1-1283, 1-1284, 1-1285, 1-1286, 1-1287, 1-1288, 1-1289, 1-1290, 1-1291, 1-1292, 1-1293, 1-1294, 1-1295, 1-1296, 1-1297, 1-1298, 1-1299, 1-1300, 1-1301, 1-1302, 1-1303, 1-1304, 1-1305, 1-1306, 1-1307, 1-1308, 1-1309, 1-1310, 1-1311, 1-1312, 1-1313, 1-1314, 1-1315, 1-1316, 1-1317, 1-1318, 1-1319, 1-1320, 1-1321, 1-1322, 1-1323, 1-1324, 1-1325, 1-1326, 1-1327, 1-1328, 1-1329, 1-1330, 1-1331, 1-1332, 1-1333, 1-1334, 1-1335, 1-1336, 1-1337, 1-1338, 1-1339, 1-1340, 1-1341, 1-1342, 1-1343, 1-1344, 1-1345, 1-1346, 1-1347, 1-1348, 1-1349, 1-1350, 1-1351, 1-1352, 1-1353, 1-1354, 1-1355, 1-1356, 1-1357, 1-1358, 1-1359, 1-1360, 1-1361, 1-1362, 1-1363, 1-1364, 1-1365, 1-1366, 1-1367, 1-1368, 1-1369, 1-1370, 1-1371, 1-1372, 1-1373, 1-1374, 1-1375, 1-1376, 1-1377, 1-1378, 1-1379, 1-1380, 1-1381, 1-1382, 1-1383, 1-1384, 1-1385, 1-1386, 1-1387, 1-1388, 1-1389, 1-1390, 1-1391, 1-1392, 1-1393, 1-1394, 1-1395, 1-1396, 1-1397, 1-1398, 1-1399, 1-1400, 1-1401, 1-1402, 1-1403, 1-1404, 1-1405, 1-1406, 1-1407, 1-1408, 1-1409, 1-1410, 1-1411, 1-1412, 1-1413, 1-1414, 1-1415, 1-1416, 1-1417, 1-1418, 1-1419, 1-1420, 1-1421, 1-1422, 1-1423, 1-1424, 1-1425, 1-1426, 1-1427, 1-1428, 1-1429, 1-1430, 1-1431, 1-1432, 1-1433, 1-1434, 1-1435, 1-1436, 1-1437, 1-1438, 1-1439, 1-1440, 1-1441, 1-1442, 1-1443, 1-1444, 1-1445, 1-1446, 1-1447, 1-1448, 1-1449, 1-1450, 1-1451, 1-1452, 1-1453, 1-1454, 1-1455, 1-1456, 1-1457, 1-1458, 1-1459, 1-1460, 1-1461, 1-1462, 1-1463, 1-1464, 1-1465, 1-1466, 1-1467, 1-1468, 1-1469, 1-1470, 1-1471, 1-1472, 1-1473, 1-1474, 1-1475, 1-1476, 1-1477, 1-1478, 1-1479, 1-1480, 1-1481, 1-1482, 1-1483, 1-1484, 1-1485, 1-1486, 1-1487, 1-1488, 1-1489, 1-1490, 1-1491, 1-1492, 1-1493, 1-1494, 1-1495, 1-1496, 1-1497, 1-1498, 1-1499, 1-1500, 1-1501, 1-1502, 1-1503, 1-1504, 1-1505, 1-1506, 1-1507, 1-1508, 1-1509, 1-1510, 1-1511, 1-1512, 1-1513, 1-1514, 1-1515, 1-1516, 1-1517, 1-1518, 1-1519, 1-1520, 1-1521, 1-1522, 1-1523, 1-1524, 1-1525, 1-1526, 1-1527, 1-1528, 1-1529, 1-1530, 1-1531, 1-1532, 1-1533, 1-1534, 1-1535, 1-1536, 1-1537, 1-1538, 1-1539, 1-1540, 1-1541, 1-1542, 1-1543, 1-1544, 1-1545, 1-1546, 1-1547, 1-1548, 1-1549, 1-1550, 1-1551, 1-1552, 1-1553, 1-1554, 1-1555, 1-1556, 1-1557, 1-1558, 1-1559, 1-1560, 1-1561, 1-1562, 1-1563, 1-1564, 1-1565, 1-1566, 1-1567, 1-1568, 1-1569, 1-1570, 1-1571, 1-1572, 1-1573, 1-1574, 1-1575, 1-1576, 1-1577, 1-1578, 1-1579, 1-1580, 1-1581, 1-1582, 1-1583, 1-1584, 1-1585, 1-1586, 1-1587, 1-1588, 1-1589, 1-1590

WORKFORCE INVESTMENT ACT

Eligibility Requirements

To qualify for Intensive Services under Title I of the Workforce Investment Act you must meet the following eligibility criteria:

- I. **YOU MUST BE A CITIZEN OF THE UNITED STATES, OR BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES.**

DOCUMENTATION: You will be required to provide documentation to verify your status.

- II. **IF YOU ARE A MALE, CITIZEN OR NON-CITIZEN, BORN AFTER DECEMBER 31, 1959, YOU MUST BE IN COMPLIANCE WITH SELECTIVE SERVICE REGISTRATION REQUIREMENTS**

DOCUMENTATION: You will need to provide documentation of your status.

- Online verification of your status may be available.

- III. **YOU MUST MEET THE ELIGIBILITY REQUIREMENTS FOR ONE OF FIVE TARGETED POPULATIONS:**

1. Laid-off due to a plant or business closure
2. Other laid-off worker
3. Self-employed business closure
4. Displaced Homemaker
5. Low income

DOCUMENTATION: You will be required to provide documentation to verify your eligibility status. An Eligibility Specialist will explain in detail.

- IV. **YOU MUST HAVE A SOCIAL SECURITY NUMBER**

DOCUMENTATION: You may need to provide your original social security card.



WORKSHEET

NOTES:

APPOINTMENTS:

Date: _____ Time: _____ Phone: _____ Name: _____

Date: _____ Time: _____ Phone: _____ Name: _____

Date: _____ Time: _____ Phone: _____ Name: _____

Date: _____ Time: _____ Phone: _____ Name: _____

Date: _____ Time: _____ Phone: _____ Name: _____



“ Solutions for Today’s Workforce ”



ONE STOP CAREER CENTERS OF MONTEREY COUNTY

FULL SERVICE CENTERS

Open Monday thru Friday, 8am to 5pm

Salinas Airport Business Park

730 La Guardia Street - Salinas, California 93905

Toll free (800) 870-4750 Local (831) 796-3600

Fax (831) 755-3246 or (831) 796-3650

University Plaza Shopping Center

1760 Fremont Boulevard. Suite D2 - Seaside, California 93955

Local (831) 899-8236 Fax (831) 392-0532

SATELLITE OFFICE

Services by appointment only!

Towne Center Shopping Center

200 Broadway Street, Suite 62 - King City, California 93930

Local (831) 386-6801 Fax (831) 386-6800

TTY ACCESS NUMBER:

Salinas Office 831.754.8791

Seaside Office 831.899.8248

www.onestopmonterey.org

(Dated 2-Oct-09)