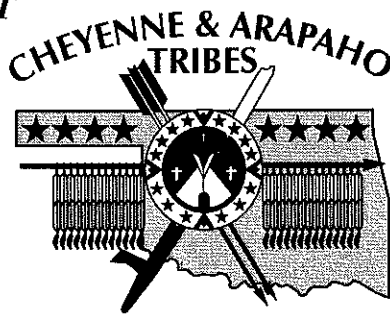


**WORKFORCE INVESTMENT ACT
(WIA)
EMPLOYMENT AND TRAINING**



POST OFFICE BOX 67
CONCHO, OKLAHOMA 73022
Phone: 405.422.7662
1.800.247.4612 Ext. 27662
Fax: 405.262.1031

SUPPORTIVE SERVICES

Supportive Service is a one-time service offered to approved, eligible clients who have sought and obtained full-time, permanent employment with a profit or non-profit organization. Services provided include, but are not limited to: uniform expense, gas voucher, etc. and other items deemed necessary or required to retain the client's employment. Supportive Service is intended to provide needed assistance for clients to begin their employment, in most instances, before their first full pay check is received.

If approved for Supportive Services, the approved client will receive assistance through Workforce Investment's **VOUCHER SYSTEM**. Checks issued to approve clients **WILL NOT** be available through WIA. Voucher(s) with approved amount of purchase for specified item(s) will be issued to vendors, i.e. Wal-Mart, Beachler's IGA, etc. As each client's need will differ, approved vouchers for purchase will be at the discretion of the WIA Director.

At this time, the WIA program does **NOT** provide vouchers for prescription eyeglasses, medical needs, driver's licenses, fines, rent, utilities, deposits, etc. consideration will be given for possible support for other type(s) of assistance, if, and only if, there is a definite commitment from the employer that permanent or full-time temporary placement is a possibility.

In addition, if assistance has been received through EOTS, clients are **NOT** eligible for Supportive Services through WIA. Receiving assistance from EOTS and WIA would be a duplication of services, which is restricted by Federal Guidelines.

NOTE: Due to the high turn-over percentage rate of employment at the Lucky Star Casino establishments, WIA has placed a **HOLD** on Supportive Service assistance for new casino employees until further notice.

SUPPORTIVE SERVICES APPLICANTS MUST HAVE THE FOLLOWING:

1. A complete Workforce Investment Act (WIA) Application on file. This includes: two (2) forms of identification, one of which must be a CDIB/Tribal I.D.; proof of residency; proof of income, i.e. check stubs, etc, signed ARI forms from all household member over 18 years of age.
2. Letter from employer on **COMPANY LETTERHEAD**, signed by the supervisor and/or authorized representative with the following information: hourly wage, date of hire, date of first paycheck, brief position description, name of supervisor, hours to be worked per week.

I understand that the Workforce Investment Act (WIA) Program cannot process my application until all required documentation is on file. I also understand the WIA Program cannot provide **SAME DAY SERVICE**. I further understand the WIA Program may require additional time to gather verification needed to determine my eligibility.

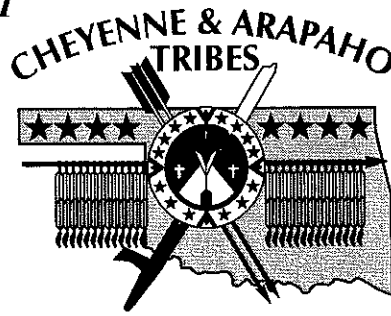
Signature of Applicant

Date

Signature of WIA Staff

Date

**WORKFORCE INVESTMENT ACT
(WIA)
EMPLOYMENT AND TRAINING**



POST OFFICE BOX 67
CONCHO, OKLAHOMA 73022
Phone: 405.422.7662
1.800.247.4612 Ext. 27662
Fax: 405.262.1031

SUPPORTIVE SERVICE -- "SURVEY OF NEEDS"

NAME: _____ SS #: _____

ADDRESS: _____
Street / P.O. Box / R.R. City State Zip

TYPE OF ASSISTANCE REQUESTED

	Please Describe
_____ Uniform/Scrub (one set)	_____
_____ Professional Wear	_____
_____ Footwear (shoes or boots)	_____
_____ Other	_____
_____ Groceries	
_____ Gasoline / Fuel	

Assistance is provided after program eligibility is determined. Unless all documents are provided on initial visit, the time frame allowed to complete the application process is usually three (3) to ten (10) days. Your understanding and cooperation is appreciated.

APPROVED The above applicant is authorized to purchase _____
in the amount of \$ _____ ONLY.

DISAPPROVED Comments _____

Director

Date Approved