

**Northeast Georgia WIOA ITA  
Potential Customer Checklist**

**Residents of WIOA Region 5 (Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe and Walton counties) who want to apply for WIA tuition assistance and services provided by WIOA should complete the following steps. Put the date that each step is completed in the space provided to the side. If the step does not apply to you, write N/A.**

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1. \_\_\_\_\_ Visit the local GDL career center and register for services (Athens CC, Covington CC, Greensboro CC).
2. \_\_\_\_\_ Review the programs and providers that are on the state eligible provider list (EPL) ([www.negrc.org](http://www.negrc.org)). Selected programs must be two years or less in length, lead to a credential (certificate, diploma, or associate degree), and must be on the local demand occupation list.  
***(Note: Not all programs or providers on the EPL are covered by our specific WIOA area; placement rates, starting salaries, and local demand are just some of the considerations when deciding whether a program can be approved by our LWIB).***
3. \_\_\_\_\_ Contact our office for confirmation that the program and provider are locally approved for WIOA tuition assistance and services, then you must initiate and complete the admission process at the institution providing the training.
4. \_\_\_\_\_ If you plan to attend a technical college or university, you must take any admission or placement tests that are required by the school.
5. \_\_\_\_\_ If you plan to attend a technical college or university, you must provide them with copies of transcripts from any previous schools you have attended.
6. \_\_\_\_\_ If you plan to attend a private or proprietary training provider that does not administer an entry level assessment, as required by WIA, you will be required to take the TABE assessment during the initial WIOA appointment.
7. \_\_\_\_\_ Complete the Free Application for Federal Student Aid (FAFSA) through the financial aid office at the school (if applicable). Completion of the FAFSA is mandatory. You must provide a financial aid award letter from the school.
8. \_\_\_\_\_ Upon receipt of an official Letter of Acceptance from the school as a regular, full-time student (12 credit hours) from the school then contact our office at 706.369.5703 or 800.533.5872.
9. \_\_\_\_\_ Incumbent students may be eligible for enrollment in WIOA. Most of the above requirements will apply. Students should contact the local WIA office.

**WIOA Policies: Please initial next to each item indicating that you understand and agree with the terms specified.**

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\_\_\_\_\_ I understand that the WIOA application/approval process may take 4-6 weeks. If my WIOA application is approved and the program of study starts within 4 weeks of the initial WIA application, I may be required to wait until the start of the following quarter/semester to be enrolled in WIOA.

\_\_\_\_\_ I understand that WIOA tuition assistance is capped at \$4,000 for programs that are one year or less in length, and, if applicable, \$2,000 added for programs that are two years or less in length, for a total of \$6,000. By statute, other financial aid award(s) take priority, i.e., HOPE Scholarship, PELL Grant, etc. For programs that cost more than the WIOA caps, a financial aid plan from the school must be provided which details how any cost above the WIOA cap will be covered.

\_\_\_\_\_ I understand that WIOA funds can be used to help pay for tuition, books, and supplies that are required by the program for all students, in accordance with the school's course catalog or by the class syllabus.

\_\_\_\_\_ I understand that even though a program or provider may be on the state EPL, **Local WIB policies may not provide tuition assistance or services for that program or provider.**

\_\_\_\_\_ I am aware I must attend a classroom setting at the school I enroll (We **do not** assist with any **Online Programs**).

\_\_\_\_\_ I understand I must complete 12 credit hours (full time) per semester for colleges, university and technical schools.

\_\_\_\_\_ If you are a veteran, you will be required to provide a copy of your DD214 at the initial WIOA appointment.

\_\_\_\_\_ If you are male, born after December 31, 1959, the law requires that you register with the Selective Service in order to be eligible for Federal student financial aid (you can check your registration at [www.sss.gov](http://www.sss.gov)).

\_\_\_\_\_ I understand that WIOA funds are meant to assist with training costs in demand occupations and the purpose of the training is to enhance marketable skills and abilities and to increase the possibility of employment.

\_\_\_\_\_ The Determination of Qualifications process can be a 2-6 week time frame after your appointment with one of our career advisors.

\_\_\_\_\_ I understand there are deadlines associated with each school.

\_\_\_\_\_ I understand it is the responsibility of each individual to inquire of the school's deadlines and have All required documents faxed into the Workforce Development (WIOA) office by set date.