

# SC WORKS

## TRIDENT

### Workforce Innovation and Opportunity Act (WIOA) Welcome Packet

The SC Works Trident Centers are your one-stop location for all your employment needs. This introduction packet has been designed for you, the job seeker. As part of the South Carolina Works system, SC Works Trident offers a full array of re-employment services at each of our centers in Charleston, Dorchester, and Berkeley Counties.

### Locations

**SC Works Charleston**

1930 Hanahan Road, Suite 200  
North Charleston, SC 29406  
(843) 574-1800

**SC Works Berkeley**

325 East Main Street  
Moncks Corner, SC 29461  
(843) 761-4400

**SC Works Dorchester**

1325-A Boone Hill Road  
Summerville, SC 29483  
(843) 821-0695

### Eligibility and Enrollment Process

To apply and enroll in the WIOA program please complete the following steps:

1. Attend a WIOA Information Session (in-person or online).
2. Email: [scworkstrident@rossworks.com](mailto:scworkstrident@rossworks.com) (Name, County of Residence, contact number, and email address)

Or

Call 843-574-1800 or visit your nearest SC Works center to make an eligibility appointment.

3. Review and complete the WIOA Welcome Packet in its entirety.
4. Attend the WIOA eligibility appointment bringing with you the completed WIOA Welcome Packet, and all relevant eligibility documentation (see page 2).
5. If deemed eligible, you will be enrolled in the WIOA program.

## **SC Works Online Services Self Registration**

The steps below will assist you in creating a unique user profile in SC Works Online Services.

Step 1: Go to [www.scworks.org](http://www.scworks.org), then click **Find a job** – you will be redirected to [jobs.scworks.org](http://jobs.scworks.org).

Step 2: Below the **Sign In** button on the right side of the page click **Not Registered?**

Step 3: Under **Option 2 – Create a User Account**, click **Individual**.

Step 4: Read and accept the Privacy Agreement (click **I agree**).

Step 5: Complete all fields including **Login Information**, **Social Security Number**, and **Residence Information**. Then press **Next**.

**NOTE:** The system will prevent duplicate accounts. If you receive an error message indicating your social security number is already in use, you may already have an account. To check, please see a program representative in either the resource room or at the front desk.

Step 6: Next, complete pages 2 and 3 of the registration process. Press **Next** at the end of each page to continue.

Step 7: Complete your profile by clicking **My Resources** located in the left column of the window underneath the **Quick Menu** header. Next, select **My Background**.

Step 8: Click the **Start the Background Wizard** button to input all of your background information.

Step 9: You have successfully registered in SC Works Online Services.

## WIOA Eligibility Documentation Requirements

### PLEASE BRING ALL DOCUMENTS TO THE ELIGIBILITY APPOINTMENT

- ID or Driver's License (DL)** – if your current address is different from your ID, please bring a utility bill, postmarked mail, lease, or printout from a government agency
- ACTUAL SOCIAL SECURITY (SS) Card** – We cannot take a copy. If you do not have the actual card, please bring one of the following that includes your SS# -- a W2, printout from a gov't agency, printout from the social security office, employment verification, or DD-214.

**OR**

**Citizenship Verification** – actual ID/DL AND SS-card; or ID/DL AND birth certificate; or passport; or permanent resident card or citizenship documentation

- Family Size** – Family is defined as anyone related to you by blood or marriage – birth certificate of everyone in the household; printout from a government agency; lease or a signed third-party corroboration from a friend or neighbor listing everyone in the household.
- Family Income Verification** – for all jobs worked in the last six months...Please bring in the last two check stubs received from all jobs worked in the last 6 months.
- Educational Status** – High School Diploma or GED, Transcripts, or Degree
- Social Security, Retirement, Pension, and Workman's Comp** – verification for these items is received once or twice a year or once a month
- Self-Employed** Schedule C from most recent tax records or documentation of income made in the last 6 months
- Unemployment Income (UI)** – UI award letter or UI payment history
- DSS Food Stamp/TANF** – a copy of the approval letter received in the last 6 months or CAIN & FSBH printout for DSS. If you can verify you received benefits from DSS, you do not need proof of other income.
- Supplemental Security Income (SSI)** – you and/or your family members – proof of most recent award letter. If you can verify you or someone in your household receives SSI, you do not need proof of other income.

#### Veteran Status

- Veteran DD-214** – copy or original

#### Dislocated Worker

- Dislocated Worker – LAID OFF** – All three verifications are required: letter of separation, proof of UI (approval letter or payment history), and UI job worksheet.

## Employment Assistance Questionnaire

**Instructions:** This document must be completed and returned to a WIOA program representative.

**Your name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Last 4 SSN:** \_\_\_\_\_

**Phone number:** (\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SC Works Username:** \_\_\_\_\_

**Please check (✓) all that apply: (documentation may be required)**

- I am a Veteran
- I am a spouse of a Veteran
- I am currently receiving public assistance

**Please answer the following questions:**

- 1) Have you viewed the SC Works Information session? Yes  No . If No, Please attend an orientation either in-person or online at <https://www.scworkstrident.org/onlineorientation/>. Please complete the Validation Form after reviewing the orientation.
- 2) Have you ever been a participant of WIOA or received funding for training from WIOA? Yes  No
- 3) List your current or most recent employer: \_\_\_\_\_
  - a. Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
  - b. Reason for leaving: Lay-off  Quit  Terminated  Still Employed  Other: \_\_\_\_\_
- 4) What is your highest level of education? \_\_\_\_\_
- 5) How did you hear about the WIOA Program? \_\_\_\_\_

**Regarding your Transportation:**

Check the method of transportation you will use to go to job interviews and work:

- My own: \_\_\_\_\_ if so, Year \_\_\_\_ Make \_\_\_\_\_ Is it in good working order? Y \_\_\_\_\_ N \_\_\_\_\_
- A friend or relative's car, or ask a friend for a ride
- The CARTA/Tri-County Link Bus System. Do you have a discount bus pass? Y \_\_\_\_\_ N \_\_\_\_\_

Do you have a valid SC Driver's license? Y \_\_\_ N \_\_\_\_\_

**Regarding your Background:** Background investigations uncover all incidents of record, even if they have been dismissed. Employers commonly conduct criminal background checks as a part of their hiring process. **Please let staff know of any arrests or convictions and pending court dates at your eligibility appointment.**

**Regarding your Expectations:**

Tell us your main reason for requesting WIOA assistance. What do you want us to help you with?

\_\_\_\_\_

\_\_\_\_\_

Do you have any special accommodations? If yes, what type of accommodation would you need?

\_\_\_\_\_

## Work History

**Regarding your work history:** Please list your last five (5) years of employment or last four (4) employers, beginning with your most recent employer.

Dates Employed	Company Name	Location	Role/Title

**Job notes, tasks performed, and reason for leaving:**

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**Job notes, tasks performed, and reason for leaving:**

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