

WIOA SCHOLARSHIP

ADULT, DISLOCATED WORKER & YOUTH ELIGIBILITY

The intent of this document is to provide a high-level overview of program eligibility and required documents to apply for WIOA scholarship.

[Reference Document]



Vijay Computer Academy (VCA)

Vijay Computer Academy (VCA) is a global IT education and training institute. We offer various, basic to advanced career and workforce oriented IT courses.

Since **1990**, VCA has been a pioneer in bridging the skills gap and gender gap in IT through world - class IT education and training programs. We have trained more than **33,000 students** (60% female students) and are on track to **train 100,000 individuals by 2030**.

Infographic for WIOA Application Process

Registered IT Apprenticeship & Eligible Training Provider

We are a **Registered IT Apprenticeship provider / sponsor**, and **Apprenticeship Ambassador under DOL**. We are also **eligible training provider in the state of Texas and Oregon**. VCA's [Data Analytics](#), [Software Testing](#), [Database Administration](#), and [Cybersecurity](#) bootcamps/pre-apprenticeship programs are eligible for WIOA scholarships.

We work with all the following target groups and help them with **job training (pre-apprenticeship IT programs)** to prepare for high paying IT careers:

- **Dislocated Workers**
- **Low-Income Adults**
- **Youth**
- **Adults**
- **Individuals with Disabilities**
- **Veterans**
- **Migrant and Seasonal Farmworkers:** Individuals who work in agriculture, including those who move from one area to another for temporary or seasonal employment.
- **Ex-Offenders:** Individuals who have been incarcerated and are seeking to re-enter the workforce.
- **Native Americans and Alaskans:** Members of federally recognized tribes or indigenous communities.

Workforce Innovation and Opportunity Act (WIOA)

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. This federal grant covers training expenses for **individuals whose household income is at or below the federal poverty level** and those who **have been laid off**.

VCA Services Eligible for WIOA Funding

- Pre-apprenticeship training (classroom training)
- On-job-training (wage reimbursement for employer partners)

Adult Program Criteria

You may qualify for WIOA if you meet all of the following criteria:

- You must be 18 years of age or older (at time of registration/enrollment);
- You are a U.S. Citizen, or noncitizen authorized to work in the United States;
- Registered with Selective Service (For males 18 and over),
- You are Low-Income; and
- And if you meet one of the following criteria: Customer receives or is a member of a family that receives (currently or in the past six months) one of the following:
 - TANF, or SNAP, or SSI, or Other public assistance; or
 - Foster Child; or Homeless; or
 - Receives or is eligible to receive free or reduced-price lunch; or
 - Deficient in Basic Skills

Priority of service must be given to:

- Veterans
- Eligible spouses of veterans
- Recipients of public assistance
- Other low-income individuals
- Individuals who are basic skills deficient [WIOA Section 134(c)(3)(E)]

Dislocated Worker Program Criteria

Individuals that are 18 years old or older who meet one of the Five (5) eligibility categories that applies to individuals seeking services under the WIOA Dislocated Worker Program:

- **Terminated or Laid-Off** – The individual must meet the following:
 - Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; AND
 - Is eligible for or has exhausted entitlement to unemployment compensation, OR
 - has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under the State unemployment compensation law; AND
 - Is unlikely to return to a previous industry or occupation.
- **Closure or Substantial Layoff** – The individual must meet any of the following:
 - Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure or any substantial layoff of a plant, facility, or enterprise
 - Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days
 - Is employed at a facility at which the employer has made a general announcement (with no date) that the facility will close. In this case, the client may only receive Basic Career Services.
- **Self-Employed** – Was self-employed, (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters.

Dislocated Worker Program Criteria

- **Displaced Homemaker** – Is an individual who has been providing unpaid services to family members in the home, and:
 - Has been dependent on the income of another family member but is no longer supported by that income, OR
 - Is the dependent spouse of a member of the Armed Forces on active duty and who's family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station or the service-connected death or disability of the member; AND
 - Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
- **Spouse of a Member of Armed Forces** – Is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member, OR is the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Eligibility Requirements for the Adult Program

If you are not receiving Public Assistance (Food Stamps), please verify your income eligibility.

- ☐ Public Assistance verification Food Stamp Notification Letter, TANF information

Note: If you are receiving public assistance, you do NOT need to bring the documents listed below

OR

- ☐ Income verification

Local Workforce Development Boards use these specific guidelines to decide who qualifies as low-income for WIOA:

[DOL 70 percent LLSIL guidelines](#), issued and effective May 8, 2023

[HHS Poverty Guidelines](#), issued and effective January 17, 2024

- ☐ Family size verification Most recent tax return, lease, etc.

- ☐ Verification of disability — if applicable

Letter from DRS or Disability Agency or Doctor's letter regarding disability.

- ☐ Verification of Homelessness — if applicable

Letter from shelter, etc.

- ☐ Verification of Foster Care Child — if applicable

Court custody, etc.

Eligibility Requirements for the Dislocated Worker Program

If you meet dislocated worker criteria, please provide documents for one of the following.

☐ Verification of UI and DLW status

Termination letter from employer, news media regarding plant closure AND Letter from Employment Commission or other State's Unemployment Insurance Office regarding approval to receive Unemployment Insurance compensation.

☐ Verification of business closure due to current economic conditions or natural disaster — if applicable

Business license, bankruptcy documents, Tax returns, bank statements, etc

☐ Verification of Displaced Homemaker status — if applicable

Divorce/Separation papers, death papers, documents proving that you have totally relied on the other family member's income and have not worked during the cohabitation/marital relationship, etc.

☐ Verification that you are the spouse of a member of the Armed Forces on active duty and have experienced loss of employment as a direct result of relocation to accommodate a permanent change in duty station — if applicable

Paystub from previous employer and active duty document.

☐ Verification that you are the spouse of a member of the Armed Forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment — if applicable

Paystub from previous/current employer and active duty document.

Eligibility criteria for out-of school youth services

WIOA programs predominantly focus on “out-of-school youth” (OSY). OSY refers to youth who are 16-24 years old, not attending any secondary or post-secondary school, and have one or more specific enumerated barriers, including:

- being considered a school dropout,
- homeless,
- “an offender,”
- being pregnant or parenting,
- having a disability,
- or having aged out of the foster care system.

Eligibility criteria for in-school youth services

WIOA funding may also be used to support “in-school youth” (ISY), who are 16-21 years old, attending school, low-income, and meet one or more of a specific list of barriers, including:

- being basic skills deficient,
- an English language learner,
- having foster care or juvenile justice system involvement,
- being pregnant or parenting,
- or having a disability.

VCA partners

We are sourcing youth from school districts, nonprofits, community based organizations and intermediaries. We invite businesses, organizations and corporations to become our hiring, internship or on-job-training partners.

Required Documents

Gather the following documents to determine if you're eligible for WIOA scholarship:

- **Proof of ID/DOB:** Usually a driver's license or state ID (Unexpired)
- **Proof of Residency:** If living at an address different from what's on DL/ID, please provide copy of most recent utility bill or active lease
- **Proof of Right to Work:** SS Card, US birth certificate, US Passport, or Work Authorization Card
- **Selective Service registration (Males 18-24):** Selective Service System letter/internet registration
- **Proof of Family Income in last 30 days:** paystubs, Unemployment Insurance Weekly Detail, award letters for SSI/SSDI, screenshots of gig-economy work.
 - If married or partnered, please provide this information for them as well.
 - Self-employment attestation, or a self-attestation of income if income documentation cannot be provided. If using self-attestation of income, applicant must sign an income disclosure statement and income eligibility must be redetermined every three months.

Vijay Computer Academy is here to help you!

- Register for a **FREE personalized career consultation** with our founder.
- Fill the **inquiry form** to get more program information.
- Reach out to us for enrollment in our pre-apprenticeship programs and any help needed in WIOA Scholarship application.
- Here is the **info graphic for the WIOA application process**.