

General WIOA Scholarship Application Steps

(For Job Seekers)

Welcome to Vijay Computer Academy (VCA)!

☒ **34+ Years** in IT Training & Workforce Development
 ☒ **Approved WIOA Training Provider** in Alaska, Florida, Iowa, New Mexico, North Carolina, Oregon, South Carolina, Texas, Utah, Washington, West Virginia

☒ Here are the general application steps for the [WIOA \(Workforce Innovation and Opportunity Act\) scholarship](#) for a job seeker in most U.S. states. These steps may vary slightly by state or local workforce board, but the core process is typically consistent:

1. Determine Eligibility

To qualify, you generally must:

- Be a **USA citizen or eligible non-citizen**
- Be at least **18 years old**
- Be **unemployed, underemployed, or a dislocated worker**
- Meet **income guidelines** (especially for low-income adults)
- Have **barriers to employment** (e.g., disability, homelessness, single parent, no high school diploma, etc.)
- Must be authorized to work in the USA

2. Create an Account on the State's Job Portal

Most states use a centralized workforce portal. Create an account, complete your profile, and upload your resume. Platforms for each state:

Alaska	Florida	Iowa
New Mexico	North Carolina	Oregon
South Carolina	Texas	Utah
Washington	West Virginia	

3. Contact Your Local American Job Center (AJC) / Career Center

Visit or call your local [Workforce Development Board or American Job Center \(One-Stop Center\)](#) to:

- Confirm eligibility
- Ask about orientation or next steps

4. Attend a WIOA Orientation

Most centers require an in-person or virtual **orientation session** to:

- Learn about available services and training opportunities
- Understand your rights and responsibilities

5. Meet with a Career Counselor

A WIOA counselor will:

- Assess your job readiness
- Help you explore careers or training aligned with your skills and interests
- Develop an **Individual Employment Plan (IEP)** or **Individual Service Strategy (ISS)**

6. Submit Required Documentation

Common documents include:

- **Photo ID** (driver's license, passport)
- **Social Security card**
- **Proof of residency**
- **Proof of income** (pay stubs, SNAP/EBT, public assistance)
- **Selective Service registration** (for males 18–25)
- **Proof of layoff** or unemployment (if applicable)

7. Complete Any Required Assessments

Some states require a **basic skills assessment** (e.g., TABE or Wonderlic) or career interest inventory to determine training needs.

8. Select Vijay Computer Academy (VCA) as Your Training Provider & Choose The Program You Are Interested In Enrolling:

1. **Data Analyst (Database Technician)**
2. **Cybersecurity Support Technician**
3. **Software Application Developer (tester)**

You can find our programs in the statewide eligible training provider lists [ETPL]

Alaska	Florida	Iowa
New Mexico	North Carolina	Oregon
South Carolina	Texas	Utah
Washington	West Virginia	

9. Request a WIOA Referral / Bid Letter or Cost Obligation Form from VCA for The Program You Are Interested In Enrolling

Once received, forward the **WIOA Referral / Bid Letter or Cost Obligation Form** to your **case manager / career counselor** at workforce office.

10. Next Steps

The case manager will help you:

- Complete the remaining part of the WIOA application
- Submit supporting documentation (including VCA referral)
- Obtain approval for tuition, books, supplies, and possible supportive services

11. Receive the ITA Voucher & Begin Training

Once approved, you:

- Forward the ITA Voucher to VCA
- Complete enrollment process at VCA
- Receive the Zoom class link and start your training
- Must meet attendance and progress requirements
- Should stay in touch with your case manager

Contact VCA for any further info

- [Inquiry Form](#)
- Book a [FREE call with our admission team](#)
- Schedule a [personalized career consultation](#)
- Call / Text us at [+1-832-469-1314](#)
- WhatsApp us at [+1-832-500-3864](#)
- [Free info sessions and Career pathway webinars](#)