

## STEPS ON HOW TO APPLY FOR WIOA PROGRAMS/GRANTS

1. **MUST** register with the Virginia Employment Commission and **put a resume in the system** [www.vaworkconnect.com](http://www.vaworkconnect.com) **directions are attached.** (From any computer with internet)
2. **MUST** attend a WIOA orientation at Virginia Career Works- Hampton Center 600 Butler Farm Road, Hampton VA 23666- **it is first come first serve please arrive early and let the front desk know you are here for WIOA orientation. Dates and times are on the VCW-Hampton calendar attached. (ONE hour session and complete paperwork).**
3. **After WIOA orientation MUST** complete required assignments. (*within specific time frame given or will have to go to WIOA orientation again*)
4. **ONCE ALL ASSIGNMENTS listed on sheet ARE COMPLETE**, let the front desk person know or call Virginia Career Works- Hampton 757-766-4900 ext. 0 and let the them know you have attended WIOA orientation and have completed the required steps.
5. You will then be put on a list for a Career Planner to contact you. **ONLY A WIOA CAREER PLANNER CAN VERIFY ELIGIBILITY AND SUITABILITY.**

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### If you do not live on the Peninsula:

If you live on the Southside (Norfolk, VA Beach, Chesapeake, Franklin etc..) you would apply through Virginia Career Works Norfolk, Suffolk or Franklin Centers at 757- 461-7537 at 757- 461-7537. If you live in the Richmond area, please call 804-344-8060

ANYONE INTERESTED IN BEING ON AN E-MAIL JOB DISTRIBUTION LIST CONTACT [LTAYLOR@VCWPENINSULA.COM](mailto:LTAYLOR@VCWPENINSULA.COM)