

Vehicle Repair Program

This program will provide vehicle repairs by certified mechanics up to an amount of \$2500/vehicle for applicants who meet the eligibility requirements. Repairs may be provided for vehicles used as the primary source of transportation to training or to seek or retain employment.

Attached is the Interview packet for the car repair program. We realize the packet is quite extensive but it is important that the packet be completed to the best of your ability. **All documents must be returned with your application packet.** **Once your packet is complete, please choose one of the following options to submit:**

- Mail to 3 Cardaras Dr. Glouster, OH 45732 Attn: Amanda Sawvel or Clarissa Reynolds
- Drop off at our Glouster, Logan, or New Lexington service centers.
- Email to clarissa.reynolds@hapcap.org NOTE: **Email submissions MUST be scanned copies; we cannot accept photos of pages.**

Household income must be below 300% FPG to qualify

Eligibility Guidelines 2024

Household Size	300% FPG (WIOA Adult - 30 day)
1	\$3750
2	\$5110
3	\$6455
4	\$7800
5	\$9145
6	\$10,490
7	\$11,835
8	\$13,180
9	\$14,525
10	\$15,870
11	\$17,215
12	\$18,560

Please use the attached checklist to ensure you return all documents with your application. Once your application has been reviewed for completeness, we will contact you to schedule an appointment. Please allow at least 72 hours for review.

*******Please note: If the questions does not pertain to you please write NA. However, the 5 years of work history must be completed.**

Please note we must have proof that all males in household, over the age of 18 and born after January 1, 1960, are registered for the selective service. If you do not have your verification card we can get this information online during your appointment.

If you have any questions or need assistance completing the application please call Clarissa if you are in Perry or Hocking County (740) 684-7024 or Amanda if you are in Athens County (740) 767-4500.



OhioMeansJobs.

Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties

A proud partner of the American Job Center Network

It is YOUR responsibility to furnish the following documentation when returning your application packet. The Workforce Innovations and Opportunities Act (WIOA) Application Process cannot begin until all required information is present.

- Proof of income for the most recent six months (or 26 weeks) for every family household member.** This includes OWF, all check stubs or a notarized statement for all family members living in the household who has worked the most recent six month period, income received from Rental Property, Social Security, SSI, Social Security Disability, Social Security Death or VA Benefits for each family member living at your address.
- Proof of Food Stamp Benefits.** This is verification provided by the local County Department of Job and Family Services that lists the amount of Benefits received by your household each month for the previous six months. This may also be an approval letter if you have recently applied for Benefits.
- A Social Security Card for the Applicant.**
- Birth Certificate** for the Applicant to verify Citizenship/Alien Status.
- Driver's License** may be used to verify your current address.
- Proof of Residency for Applicant.** (For example: Driver's License, rent receipts, medical card or utility bills) If you receive your mail at a Post Office Box you will need to verify the P.O. Box Number **plus** your home street address.
- DD-214 Discharge Papers:** Only if you are a Veteran.
- Selective Service Verification:** All males over the age of 18, born after **January 1, 1960**, must be registered before an application can be started. This information may be obtained online at www.sss.gov.
- Proof of Education Level: HS:** Transcripts, Diploma, GED, Drop-out, Vocational Certificate. **Post-Secondary:** Vocational Certification, Degree (unfinished or completed) **OR Self-Attestation their education level**
- Dislocated Worker:** Will need lay-off letter from employer on company letterhead stating start date, last day of employment, job title, and that you are being laid off as a result of plant closure or significant downsizing. This letter must also include the wage at dislocation. Employment information is also needed for all interim employment.
- Acceptance Letter, prior term grades and next term schedules,** If currently attending training
- WIOA Interview Packet [Section K-Work Experience: May attach a current resume]**
- Create profile, practice WorkKeys, budget calculator and career profile on OhioMeansJobs.com**

I understand that if I am unable to get all the required documentation, the application cannot be taken at this appointment, but that I may reschedule when all documentation is available. The Workforce Innovations and Opportunities Act is not an entitlement program and approval is based on priority of need, fund availability, and suitability.

Customer's Signature

Date

Staff Initials



**Workforce Development Area 1
Adams, Brown, Pike & Scioto Counties**

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**INTERVIEW PACKET
(Objective Assessment)**

NAME _____ DATE _____

ADDRESS _____

EMAIL _____ HOME PHONE # _____ CELL PHONE # _____ MESSAGE PHONE # _____

Texting Yes No

Do you have a Social Media that you can be contacted at? Yes No If yes name of site & username: _____

PLEASE READ CAREFULLY

To develop a workable plan to assist you in reaching your educational, training and employment goals, we need to know about your background in all areas that will affect your ability to take part in employment and training activities. Information that you provide to OhioMeansJobs – Area 1 and HHWP will be used only to determine the best course of action for you and it will not be shared with any other person or agency without your consent.

The ultimate goal of OhioMeansJobs – Area 1 and HHWP is to assist customers in entering gainful full-time employment. Even though your immediate goals may be education or training, all information requested here is directed toward determining what steps are necessary to help you become employable.

Answer the following questions as completely as possible. If you are unsure about any item, leave it blank. This form will be discussed with you by an OhioMeansJobs - Area 1 and HHWP staff person.

A. General

How did you learn about WIOA Car Repair Program?

- School
- Friend/Acquaintance
- News Media
- Referral by Other Agency
- Other _____

What assistance do you want from our WIOA programming?

- Education/Training
- Job Search
- Other _____

For Education/Training: What are your plans after training? _____

For Job Search: How flexible is your schedule? _____

Are you a foster child or have you aged out of the foster system? Y N

Are you currently in default of any student loans?..... Y N

Are you registered with selective service (males over the age 18)? Y N Exempt

B. Employment Status

Are you currently employed? Y N Hours per week: _____ Circle Shift: 1st 2nd 3rd

Will your current job affect your school performance? Y N

If yes, in what way? _____

Are you planning to stay employed while in training? Y N

What is your plan for going to school while still working? _____

How many employers have you worked for during the last 5 years? _____

How many days were you absent/late in the last 6 months of employment? _____

Have you encountered problems with supervisors/co-workers in the past? Y N

Have personal problems unrelated to the job interfered with employment in the past? Y N

If yes, please explain. _____

Have you ever been fired from a job? Y N

Do you have a disability or personal circumstances that do not allow your employment in previously held occupations? Y N

What specific skills have you acquired in your past employment? _____

What encourages you to do a good job? _____

Are you looking for a permanent or temporary job? _____

How many hours per week do you plan on working? _____

What wage or salary do you expect? _____

Are there any jobs that you would not accept? Y N

If yes, please explain. _____

C. Health/Physical Considerations

Health or Physical limitations do not disqualify a person from participation in training or employment; however, the existence of such conditions may create special need for you, the training institution or the employer. Do any of the following apply to you?

Limitations on: (Circle Yes or No)

- | | | | | | |
|-------------------------|---|---|---------------------------|---|---|
| Standing..... | Y | N | Bending..... | Y | N |
| Walking..... | Y | N | Hearing..... | Y | N |
| Sitting..... | Y | N | Vision..... | Y | N |
| Lifting..... | Y | N | Depth Perception..... | Y | N |
| Climbing..... | Y | N | Distinguishing Colors.... | Y | N |
| Balancing Yourself..... | Y | N | Other _____ | | |

D. Personal/Situational Considerations

Some employers conduct background investigations of employees in such areas as criminal records, wage garnishments or attachments, driver’s license suspension or pending legal actions.

Will anything in this area present a problem in either training or employment? Y N

COMMENTS: _____

Do you have:

Child care including back-up for emergencies?	Y	N	N/A
Someone other than a child to care for at home?	Y	N	
Clothing for training, interviews or work?	Y	N	
If no, explain _____			
Adequate food?	Y	N	
Adequate housing?	Y	N	
Adequate medical care?	Y	N	
Financial problems holding your back?	Y	N	
Encouragement and support from spouse, family and others?	Y	N	
A quiet working space in your home?	Y	N	

Do you need to: (Circle Yes or No)

Pay past due utilities.....	Y	N
Get a telephone.....	Y	N
Reduce your housing costs.....	Y	N
Move or relocate to another location.....	Y	N
Acquire emergency/temporary housing.....	Y	N
Collect/Pay child support.....	Y	N
Address legal issues.....	Y	N
Get protection from a violent person.....	Y	N
Complete community service hours.....	Y	N
Acquire emergency/temporary housing.....	Y	N
Protect your child from child abuse.....	Y	N
Improve your relationship with a spouse/significant other.....	Y	N
Learn how to control your anger.....	Y	N
Find a safe home for your children.....	Y	N
Improve your parenting skills.....	Y	N
Pay past-due family bills/debts.....	Y	N
Learn money management skills.....	Y	N

Office Staff Notes:

Working Conditions

Are you willing to work/train under the following conditions? (Circle Yes or No)

Mostly Inside.....	Y	N	Mostly Outside.....	Y	N
Extreme Cold.....	Y	N	Extreme Heat.....	Y	N
Wet & Humid.....	Y	N	Noise & Vibration.....	Y	N
Fumes, Odors, Dust.....	Y	N	Other _____		

E. Transportation

Do you have a valid driver's license?..... Y N

If NO, why?_____

Check which method you will use to travel to training, work or school:

own car parent/friend provides transportation borrowed car
 walk car pool other _____

Can you always count on that transportation?..... Y N

What kind of vehicle will you be using for training/job search? _____

Is your name on the vehicle title? Y N N/A

F. Job Finding/Job Keeping

When is the last time you filled out an employment application? _____

How did you find your last job? _____

Do you have a current resume?..... Y N

Does your resume need updated? Y N

Do you have Job References?..... Y N

Do you have Personal References?..... Y N

Have you registered with the Employment Service?..... Y N

Can you describe your skills to an employer?..... Y N

Are you willing to make job-hunting a full-time effort?..... Y N

Are you worried about:

Job interview skills?..... Y N

Not having adequate reading/writing skills?..... Y N

Not having adequate mathematical skills?..... Y N

Not having adequate computer skills?..... Y N

Losing your government funds/assistance?..... Y N

Your age?..... Y N

If you need to improve your writing/reading, math or computer skills, would you be willing to attend the Adult Basic Literacy Education Program (ABLE) and/or computer classes to improve your basic skills?..... Y N N/A

G. Career Planning:

What is your Educational/Employment Goal? _____

Have you thought about the type of training necessary to achieve this goal?..... Y N

What steps must you take before you can reach this Goal? _____

Do you have a job opportunity in your selected Career Goal?..... Y N

How many miles would you be willing to commute for employment and/or training? _____

Are you willing to travel for your employment? Y N If yes, what percentage of the time? _____

At what companies/institutions might you apply to seek employment? _____

What is the income for this position? _____/hourly _____/yearly

Will this income give you the ability to become self-sufficient? Y N

Are You Currently Attending a Training Program? Y N NA

If yes, what is your Field of Study? _____

If yes, what is your overall Grade Point Average? (Circle One)

0 points	.67 to 1.5	1.6 to 2.5	2.6 to 3.5	3.6 to 4.0
F	D	C	B	A

How many days were you absent last quarter/semester? _____

Absences for this quarter/semester to current date: _____

How many credit hours are you taking? _____

List classes: _____

When do you set aside time to study? _____

What are your plans after training? _____

H. Financial Concerns

Please indicate your current monthly income and expenses. Enter an estimated amount in the appropriate blank.

Monthly Income	Amount		Monthly Expenses	Amount
Personal Income			Rent/Mortgage	
Family Member Income			Food	
Unemployment Compensation			Home Insurance	
Workers' Comp			Car Insurance	
Social Security Benefits			Life/Health Insurance	
SSI			Natural Gas	
Aid for Dependent Children			Electricity	
General Assistance			Heating Oil	
Educational Grant			Water/Sewage	
Veteran's Benefits			Garbage	
Retirement Benefits			Phone	
Medicare/Medicaid			Cable TV	
Food Stamps			Medical Expenses	
Subsidized Housing			Child Care/Elder Care	
Child Support			Child Support	
Other: _____			Care Maintenance/Gas	
Other: _____			Other: _____	

Total Income: _____ minus Total Expenses: _____ Equals what is left: _____

Additional economic information and/or financial factors: _____

I. Military History:

Have you been in the military? Y N

Military Status (circle one) Active Inactive Interested in Applying

Military Branch (circle) Army Navy USAF USMC USCG US Merchant Marine

Veteran Status: _____ Years in Military: _____ Discharge Rank: _____

Discharge Character: (circle one) Honorable Other than Honorable Release Due to Service Connected Disability

Other (please explain) _____

Applied for Disability: Y N Disability Rating: (circle one) Less than 30% Greater than 30%

Chapter 31 Referral: Y N Military M.O.S. (job description) _____

Are you a spouse of a U.S. Veteran? Y N

J. Education/Credentials

What is the highest level of education you have completed: (circle one) 1 2 3 4 5 6 7 8 9 10 11 12 HS Diploma GED
Trade School Certificate Some College Associates Degree Bachelor's Degree Master's Degree Ph.D.

List any certificates, credentials, degrees that you hold and from what school/training provider/employer you earned them as well as the year received: _____

List any special skills that you have: _____

List any apprentice programs that you have attended and/or completed (indicate whether you completed or not):

References:

List 3 Professional References. Do not list relatives and/or people you live with.

Name: _____ **Number of Years you have known each other:** _____

Place of Employment: _____ **Job Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **email address:** _____

Name: _____ **Number of Years you have known each other:** _____

Place of Employment: _____ **Job Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **email address:** _____

Name: _____ **Number of Years you have known each other:** _____

Place of Employment: _____ **Job Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **email address:** _____

K. Work Experience

List each job/volunteer position/work experience you have had starting with the most recent or current and work back.

Be sure to describe all duties in each job you held.

Company Name: _____

Address: _____

Job Title: _____ **Dates Employed from: Month** ____ **Year** ____ **To: Month** ____ **Year** ____

Duties: _____

Reason for Leaving: _____

Company Name: _____

Address: _____

Job Title: _____ **Dates Employed from: Month** _____ **Year** _____ **To: Month** _____ **Year** _____

Duties: _____

Reason for Leaving: _____

Company Name: _____

Address: _____

Job Title: _____ **Dates Employed from: Month** _____ **Year** _____ **To: Month** _____ **Year** _____

Duties: _____

Reason for Leaving: _____

Company Name: _____

Address: _____

Job Title: _____ **Dates Employed from: Month** _____ **Year** _____ **To: Month** _____ **Year** _____

Duties: _____

Reason for Leaving: _____

Company Name: _____

Address: _____

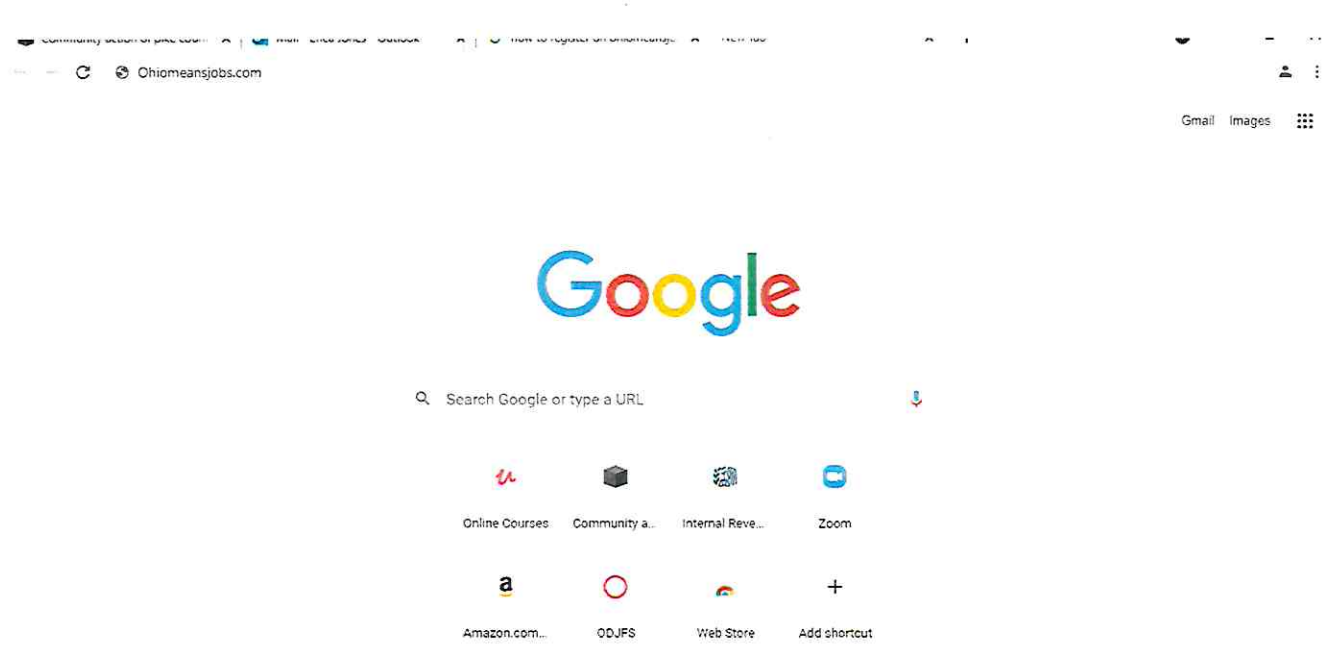
Job Title: _____ **Dates Employed from: Month** _____ **Year** _____ **To: Month** _____ **Year** _____

Duties: _____

Reason for Leaving: _____

How to register on OhioMeansJobs

1.) Open a web browser, search for OhioMeansJobs.com



2.) When the OMJ Page comes up, select "My Profile" in the right hand corner.



Get the latest information about COVID-19 from the Ohio Dept. of Health on Responsible RestartOhio. [View More](#)

Find Your Next Opportunity

Find a job, learn career skills, meet the requirements of your government benefits, and more on OhioMeansJobs.com



3.) The next page brings you to the sign in or sign up options. Under the section for username and password, it says New to OhioMeansJobs, register here.

Enter Job Title Enter Keywords in Enter Job Location OH ▾ Search Jobs Search WorkKeys


Please sign in with your email address / username and password in the fields below to continue.

Username
[Text Field]

Password
[Text Field] [Forgot Password?](#)

[Sign In](#)

New to OhioMeansJobs? Register Here
If you are an unemployment claimant and this is your first time logging in: [Sign in here](#)



MY PROFILE GET NEWS FIND A JOB CENTER HELP CENTER CONTACT US

4.) This will bring up the page to create an account. You must have an email. You will use your email and create your own password. **Note, your password MUST have a capital letter, a lower case letter, a number, and a symbol...@\$&# etc. to meet the requirements.

Create Account

Login & Email

To set up your account, we'll need you to enter your login information. You'll use this information each time you want to log in to OhioMeansJobs. All fields are mandatory unless otherwise indicated.

Email Address Reenter Email Address

[Text Field] [Text Field]

Password Re-enter Password

[Text Field] [Text Field]

I agree to OhioMeansJobs terms and conditions.

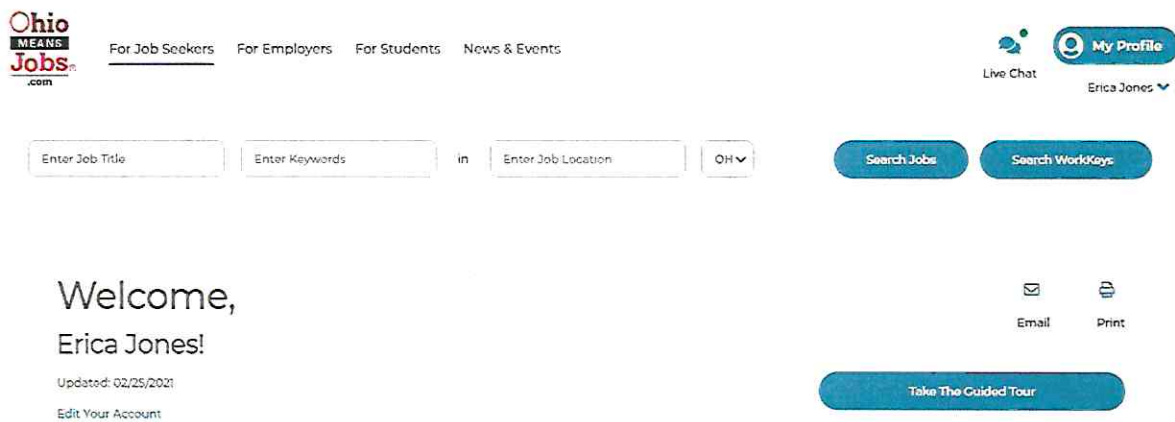
Basic Information

Enter your real name and address here so that your account can be serviced by the state of Ohio. When you create a resume, you can choose to hide your personal information from employers by setting the resume status to Active and Confidential.

Salutation (Optional)

5.) Fill out the fields asking about your information. The fields with the red asterisks * are required.

6.) Once your account is created it will bring up your profile page.



7.) There are multiple categories listed on your profile page. Scroll through the page and you will find where to add your resume, the practice work keys test, the target salary, the career profile, and many others.



8.) On the resume section you can save up to 5 resumes on your OMJ account.

9.) The assessments tests are the practice work keys tests. You can retake them as many times as you need to improve your scores.

10.) Lifestyle Calculator may also be referred to as the “Budget Calculator” that will show you what income you need to make in order to pay your bills based on your current expenses.



11.) The Career Profile will assess your likes and dislikes and show you what category you score the highest in based on your answers. It will also give you a list of careers that match your highest results.