Adult Department

Mission Statement: *To empower and provide adults with the opportunity to develop and achieve goals through education and workforce training, while promoting self-sufficiency and encouraging them that it is never too late to accomplish their goals for life.*

Eligibility Requirements:

- Ages 18 and up
- Resident of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, or Vernon Parishes
- Low Income Individual/Family
- Under employed/Long term unemployment
- Dislocated worker

Youth Department

Mission Statement: *To empower and provide youth with the opportunity to develop and achieve goals through education and workforce training, while promoting self-sufficiency.*

Eligibility Requirements:

- Resident of Allen, Beauregard, Calcasieu, Cameron, Jeff Davis, or Vernon Parishes
- Out of School
- Ages 16-24
- Low Income Individual/Family

And have at least one of the following barriers:

- School Dropout
- Age of Compulsory School Attendance
- Basic Skill Deficient/English Language Learner
- Offender/Ex-Offender
- Youth in Foster Care, Aged out of Foster Care, Homeless, Runaway, or out of home placement
- Pregnant/Parenting Youth
- Youth with Disabilities
- Individuals Requiring Additional Assistance to complete an educational program, or secure and hold employment.

WIOA Comprehensive Youth Services Provided:

- Tutoring, Study Skill Training
- Alternative Secondary School Services
- Paid & Unpaid Work Experience
- Occupational Skills Training
- Education Offered Concurrently with Work Preparation
- Leadership Development
- Supportive Services
- Adult Mentoring
- Follow-Up Services
- Comprehensive Guidance & Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Labor Market and Employment Information
- Activities to prepare youth for transition to postsecondary education & training

Adults-Contact Us:

Calcasieu, Cameron, or Jeff Davis Resident
Dial 337-721-4010, Extensions: 5007, 5023 Or 5035

Allen, Beauregard, or Vernon Resident
Allen Parish Office: Dial 337-639-2175
Beauregard Parish Office: Dial 337-462-5838
Vernon Parish Office: Dial 337-238-3321

Youth-Contact Us:

Calcasieu, Cameron, or Jeff Davis Resident
Dial 337-721-4010, Extensions: 5016, 5017, 5018 Or 5028

Allen, Beauregard, or Vernon Resident
Allen Parish Office: Dial 337-639-2175
Beauregard Parish Office: Dial 337-462-5838
Vernon Parish Office: Dial 337-238-3321

Workforce Innovation & Opportunity Act (WIOA)

Do you need assistance with funding your education? Interested in enrolling in training for a high demand occupation, such as: Aviation, Hospitality, Nursing, Petrochemical, and many more, WIOA may be able to assist you financially. **Contact the American Job Center closest to you to see if you are eligible for assistance through one of the programs.**

Location

Allen Parish
602 Court Street
Oberlin, LA 70655
Office: (337) 639-2175
Fax: (337) 639-2560
TDD: (800) 947-5277 or 711
TTY: (800) 846-5277

Beauregard Parish
1102 West First Street
DeRidder, LA 70634
Office: (337) 462-5838
Fax: (337) 462-6115
TDD: (800) 947-5277 or 711
TTY: (800) 846-5277

Calcasieu, Cameron & Jeff Davis Parishes
2424 3rd Street
Lake Charles, LA 70601
Office: (337) 721-4010
Fax: (337) 721-4186
TDD: (800) 947-5277 or 711
TTY: (800) 846-5277

Vernon Parish
408 West Fertitta Boulevard
Leesville, LA 71446
Office: (337) 238-3321
Fax: (337) 238-3817
TDD: (800) 947-5277 or 711
TTY: (800) 846-5277

Hours of Operation

Allen Parish Office:
Tuesday—Wednesday
10:00 AM to 2:00 PM
Closed for Lunch 12:00 PM to 12:30 PM

Beauregard Parish Office:
Monday—Friday
8:00 AM to 5:00 PM
Closed for Lunch 12:00 PM to 1:00 PM
Closed on Thursdays to the Public from 3:00 PM to 5:00 PM

Calcasieu Parish Office:
Monday—Friday
8:00 AM to 5:00 PM
Closed on Thursdays to the Public from 3:00 PM to 5:00 PM

Vernon Parish Office:
Monday
10:00 AM to 2:00 PM
Closed for lunch 12:00 PM to 12:30 PM

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Family Size	2021 Poverty Level (Guidelines are subject to change)
1	12,880
2	17,420
3	21,960
4	26,500
5	31,040
6	35,580
7	40,120
8	44,660
9 and above	Add $4,540 per person

This program is sponsored by the Calcasieu Parish Police Jury, in conjunction with the Workforce Development Board, and the Louisiana Workforce Commission and funded by the Workforce Innovation and Opportunity Act of 2014 (WIOA).

An Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities and for persons with limited English proficiency.

Revised 03/26/2021

Eligibility Verification Items

PROOF OF CITIZENSHIP
- Birth Certificate
- Hospital Record of U.S. Birth
- Voter Registration Card *(NOT APPLICATION)*
- DD-214, Report of Transfer *(if place of birth is shown)*
- U.S. Passport
- Naturalization Certification
- Alien Registration Card Indicating Right to Work
- Foreign Passport Stamped Eligible to Work

PROOF OF FAMILY INCOME *(For last 6 months)*
- Pay stubs
- Employer contacts
- U.I. Documents
- Public Assistance Records
- W-2 Forms
- Any Types of social Security
- Legal Documentation *(child support/alimony)*

PROOF OF RESIDENCE
- Valid LA Driver's License *(with current address)*
- Utility Bill in APPLICANT'S NAME *(most recent)*
- Rent Receipts in APPLICANT'S NAME
- Public Assistance Records
- Post-marked mail addressed to APPLICANT *(current month)*

APPLICANT'S SOCIAL SECURITY CARD
(Original SS Card with NO ALTERATIONS)
- Must be Signed. Applicant will be registered with name as shown on the Social Security Card.

SOCIAL SECURITY NUMBERS
- MUST provide Social Security Numbers for ALL family/ household members, 14 years of age or older.

FIVE REFERENCES
- [References cannot reside in the same household]

LIST CURRENT & FORMER EMPLOYERS

GRADES. SCHEDULE, ITEMIZED FEE BILL

PELL GRANT AWARD LETTER (If Applicable)
- Award letter from FAFSA or School Financial Aid Office

ADVISOR FORM, ACT or COMPASS/ACCUPLACER SCORES, BUDGET ASSIGNMENT and High School Diploma or GED

AUTOMOBILE INSURANCE IF REQUESTING ASSISTANCE WITH MILEAGE

ACCEPTANCE LETTER FOR RN CLINICAL (All Schools/Training Sites)

PROOF OF UNEMPLOYMENT BENEFITS &
PROOF OF TERMINATION/LAY-OFF (If Applicable)
- Pink Slip
- Lay-off Notice
- Letter from business
- U.I. Profile Letter

PROOF OF PUBLIC ASSISTANCE (If Applicable)
- Welfare Verification (Applicant)
- SSI Papers (Household)
- Food Stamps Form (Applicant)

PROOF OF DISABILITY (If Applicable)
- Vocational Rehabilitation Agencies
- Social Services Agencies
- Veteran's Administration
- Doctor's Referral
- Worker Compensation Record
- School Record

PROOF OF VETERAN STATUS (If Applicable)
- DD-214
- Discharge Papers

PROOF OF MILITARY REGISTRATION
(Selective Service Verification Form, MALE applicant born on or after 01/01/1960, who is between 18-26 years of age.

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Workforce Innovation and Opportunity Act Program (WIOA)

~We Put People to Work!!!~

Need help with books and tuition for training?

AmericanJobCenter®

THE POLICE JURY CALCASIEU PARISH, LOUISIANA

LOUISIANA WORKFORCE COMMISSION
The Department of Labor