

To Receive AJCC Funding

1

- **Must take the CASAS 130 Reading Comprehension Exam. Approximately 1 hour.**

2

- **Schedule and attend an AJCC Orientation Meeting, at any AJCC. Meetings are about 1 hour.**

3

- **Gather all of your documents and information to take to your meeting with your AJCC Employment Counselor.**

4

- **Go to your appointment with your AJCC Employment Counselor**

5

- **Sign your AJCC Commitment Letter, that you commit to finishing the training/ coursework and get a job.**

SOME TIPS:

- ❖ If you can, take your documents and information with you to the Orientation Meeting.

Don't Be Afraid, JUST DO IT!!

**If you have any questions or need assistance,
Please feel free to stop by our AAEC Office
or call (626) 852-8400
1040 E. Gladstone Street,
Azusa, CA 91702**



Priority Assistance to Individuals who are

- ♦ Veterans
- ♦ Disabled
- ♦ Individuals who are 18 to 24 years of age
- ♦ Individuals receiving any public assistance from a government agency

These are the documents and information that you will have to show at your first meeting with the AJCC Employment Counselor.

1. To show you are a resident:
Any or a combination of these documents.
 - ✓ Social Security Card
 - ✓ U.S. Birth Certificate or U.S. Passport
 - ✓ Permanent Resident Card
 - ✓ Authorization for Employment Card
2. To show you are a resident of L.A county you are applying:
Any or a combination of these documents.
 - ✓ California ID or Driver's License
 - ✓ Address Verification - Utility Bill, or Mail, or Letter
3. Proof that you registered at www.caljobs.ca.gov :
You can also register at your first appointment at the AJCC, they will provide you with access to a computer.
 - ✓ Steps to register at CAL-JOBS website:
 - Log on to the CAL-JOBS website, www.caljobs.ca.gov
 - Once you are on the website, click on the **Not Registered Yet?** button (located on the top-right-hand corner)
 - Click **Individual**
 - Click **I Agree**
 - Enter your information. It will take about 20 minutes.
 - Complete the **Registration and Resume** sections the best you can.
- 4.. **ONLY IF YOU ARE A MALE BORN AFTER 1960 -.**
 - ✓ Register or show proof that you registered in the Selective Service at www.sss.gov
5. **ONLY IF YOU ARE RECEIVING ANY PUBLIC ASSISTANCE -.**
Any or a combination of these documents.
 - ✓ EBT Card
 - ✓ Letter or Notice of Action – Showing the amount you receive from General Relief, GAIN, GRET, Food Stamps, Cal-Fresh, TANF, Dept. of Social Services, DPSS, Dept. of Mental Health, Dept. of Rehabilitation, Dept. of Veteran's Affairs, etc.
 - ✓ Medi-Cal or Medi-Care Card
 - ✓ Contact information for your caseworker.