

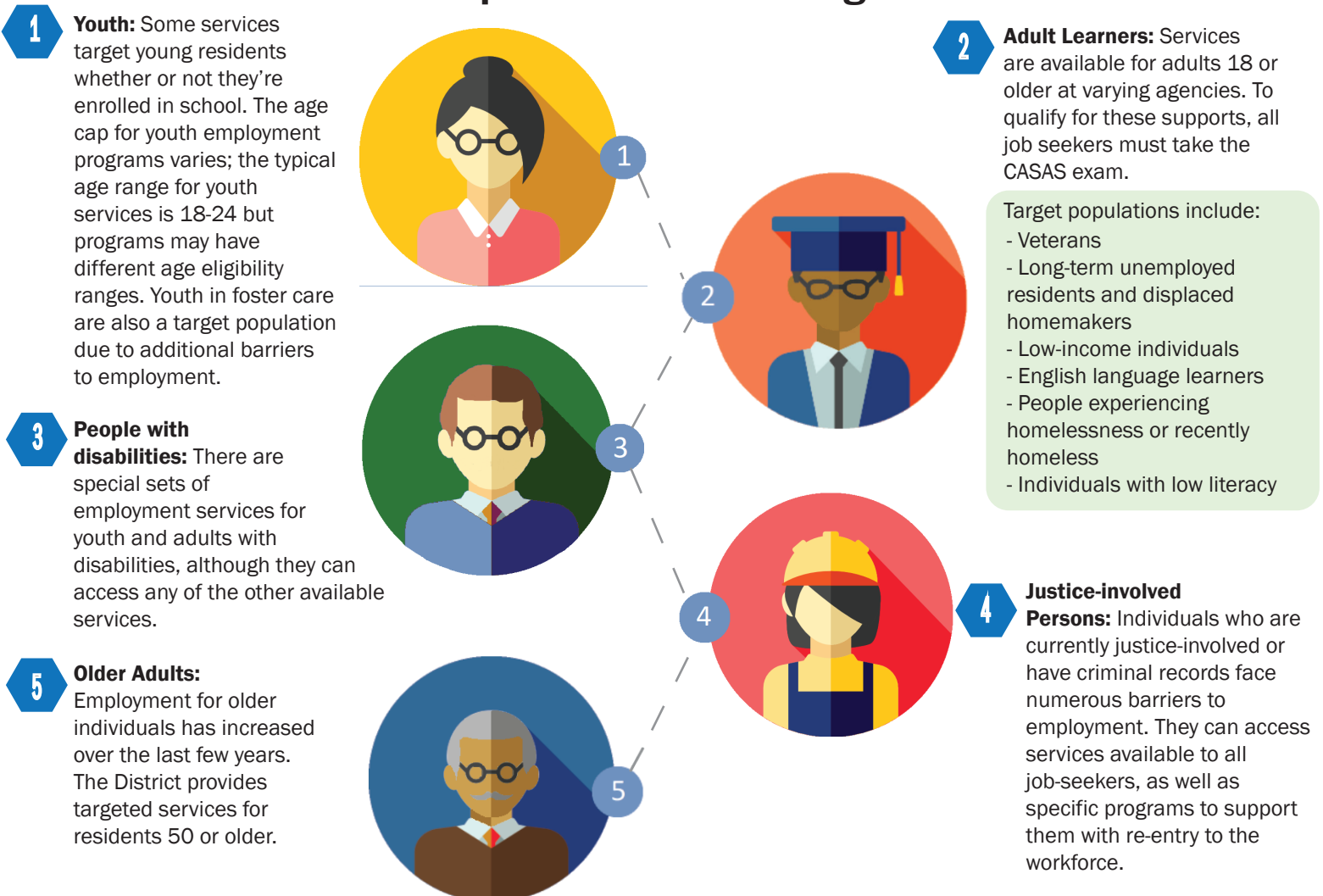
# WHERE DO DC RESIDENTS GO WHEN THEY ARE LOOKING FOR WORK?



There are many ways that DC residents can get career assistance from programs and services supported by the DC government. This document shows the various steps that a DC resident might take if they are looking for education, training, or need job search support. This high-level summary, from the perspective of a job seeker, shows that where residents go for career help depends in part on their age and other characteristics, such as whether they have a disability or whether they have postsecondary credentials.

Once a jobseeker starts looking, they will find a variety of options, from education providing work opportunities, on-the-job training, or career coaching to identify possible job opportunities. This DC Workforce Development 101 identifies the groups of residents targeted for employment services, the kinds of services offered, and the key funding sources.

## Which Groups Do Workforce Programs Serve?

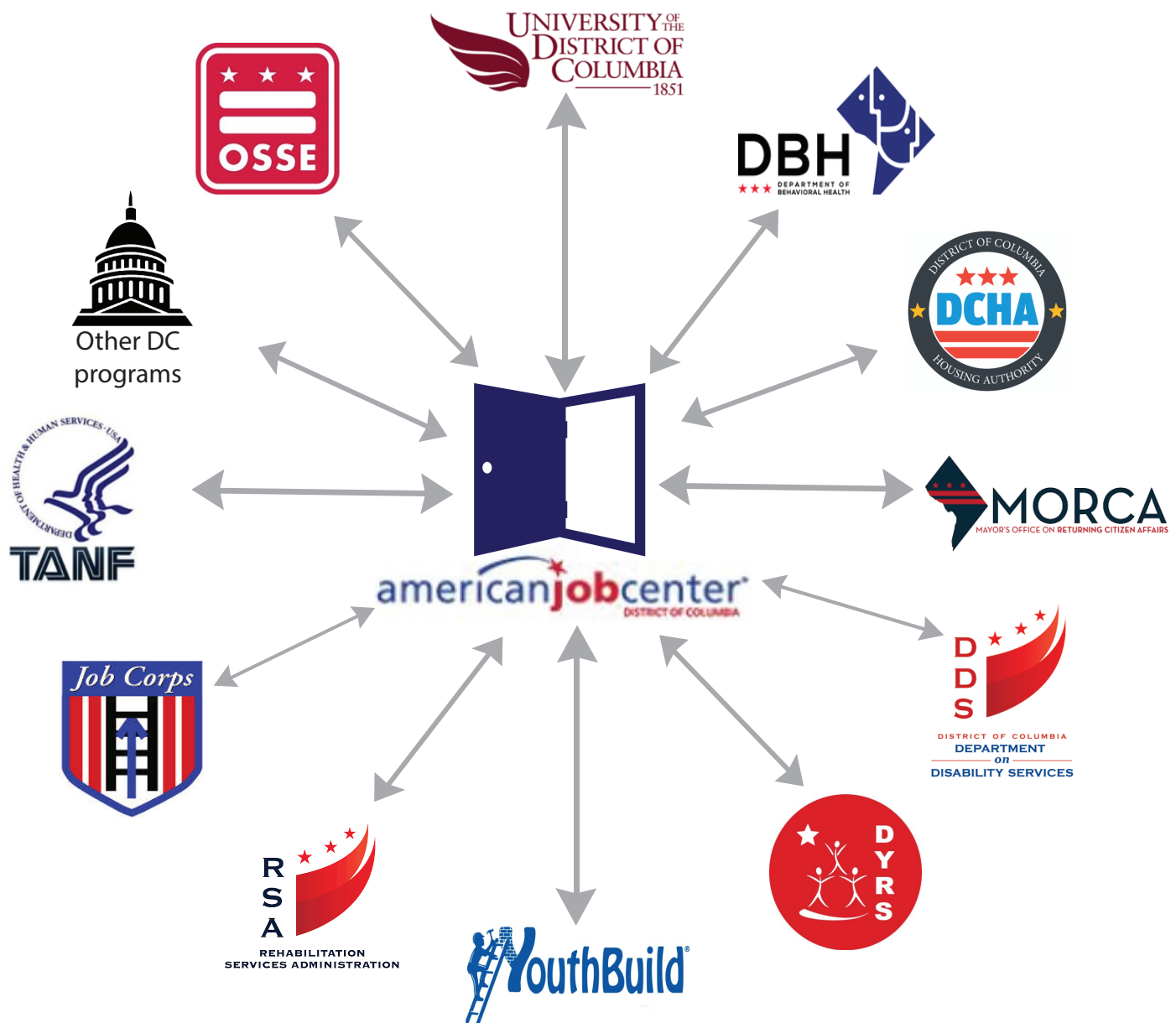


# WHAT DOES DC'S WORKFORCE DEVELOPMENT NETWORK LOOK LIKE?

DC's vision for workforce development is to connect all residents with the full range of services available in their communities. The four American Job Centers (AJCs) serve as centralized one-stop shops for an array of employment-related services and tools. AJCs can be contacted at (202) 724-7000.

Because of coordination among AJCs and other agencies, job-seekers can contact any organization within this network and be connected with other public programs and community resources.

There is "no wrong door" for DC's job-seekers; job-seekers can enter the workforce development network from any point and access the full range of information and referrals relevant to their needs.



# WHAT KINDS OF EMPLOYMENT SERVICES DOES DC OFFER?

DC operates a diverse set of employment and training programs that use the following approaches.



**Education:** There are many ways that residents can attend schools to help advance their careers, including vocational programs in DC Public Schools or Adult Public Charter Schools, adult literacy programs run by nonprofits or adult public charter schools, and the University of the District of Columbia (UDC) and its Community College (UDC-CC).



**Skills Training:** DC residents can get skills training through apprenticeship programs for skilled trades as well as for soft skills. Some residents qualify for a DC-funded training voucher that they can use at a list of approved non-profit and for-profit private providers. Training and credential programs also are offered through UDC-CC's Workforce Development and Lifelong Learning (WDLL) Division.



## **Work Readiness & Job Search:**

Under these services, residents receive short term assistance to prepare for work, such as resume assistance or interview practice, as well as receive help to look for job opportunities.



**On-the-Job Training (OJT):** These programs follow a "learn and earn" approach that places residents in jobs with a wage or stipend. Participants get direct work experience and, in some cases, specific skills trainings. Many programs offer mentoring or coaching as well. Apprenticeships, in which participants gain skills training towards licensed credentials, is another form of OJT.

## Where Does the Money Come From?

These services are funded in part with local tax funds, as well as from a variety of federal funds. Local funds come from DC Public Schools and Public Charter Schools, UDC-CC, Office of the State Superintendent of Education (OSSE), the Department of Behavioral Health (DBH), the Department of Youth Rehabilitation Services (DYRS), and the Department of Employment Services (DOES). Funding sources for specific programs may change from year to year. DC also receives federal funds from a variety of sources but primarily the following:



### **Centers for Medicare & Medicaid Services:**

Employment services can be funded through Medicaid Home and Community Based Waivers for people with intellectual and developmental disabilities.

### **Workforce Innovation and Opportunity Act:**

WIOA consolidated job training programs into a single federal funding stream to provide job seekers a variety of services, including skills training, youth programs, and adult education.

### **Supplemental Nutrition Assistance Program:**

In addition to food assistance, SNAP helps recipients find work or increase their current earnings.

### **Rehabilitation Act:**

These funds from the Department of Education support employment services for people with physical or intellectual disabilities.

### **Temporary Assistance for Needy Families:**

Federal TANF funds from the Department of Health and Human Services can be used for a variety of purposes, including helping participants find jobs.

### **Career and Technical Education:**

The Carl T. Perkins program of the Department of Education funds occupational training that occurs in high schools and post-secondary educational institutions.

# YOUTH TRAINING AND JOB OPPORTUNITIES

## Where Do Youth Find Out About Employment & Training Opportunities?



**DC Re-Engagement Center:** The DC Re-Engagement Center, created in 2014 and located at 100 42nd St. NE (email: Backontrack@dc.gov), is designed to connect with youth ages 16–24 who are not in school and don't have a high school credential, with the goal of getting them back into an education setting.

**School:** Students can get career-oriented education through a number of schools, both public and charter. For example, Youthbuild, Phelps High School, Integrated Design Electronics Academy (IDEA) Public Charter School (PCS), Goodwill Excel Center, and Kingsman Academy PCS all provide some form of workforce training.

**Non-profits funded by the District:** The District supports a variety of nonprofits that provide job services to youth, such as the H.O.P.E. Project, which focuses on providing technical training and development for young adults.

**DC Government Programs:** The District directly runs some jobs programs for youth through the Office of Youth Programs (OYP). The Department on Disability Services' Rehabilitation Services Administration (RSA) also has a Youth Transition Unit to link students with disabilities with supports leading to long-term employment outcomes. The Department of Behavioral Health also offers transition services for youth and the Department on Youth Rehabilitation Services offers job training and placement services. Potomac Job Corps is a federally-funded program administered by the US Department of Labor that also provides free-of-charge education and training to youth ages 16–24.

## What Employment & Training Services Are Available For Youth?

### Career Connections

**What is it?** This program provides young adults with opportunities to gain work experience, skills training, and individualized coaching to obtain employment, for up to nine months.

**Who is eligible?** Youth ages 20–24 who are DC residents, permitted to work in the US, unemployed, not enrolled in school, willing to take urinalysis drug tests throughout the program, not receiving TANF or unemployment benefits, and have demonstrated need for intensive employment assistance.

**How do I apply?** DC Career Connections has rolling admissions with mandatory orientations held each month. Youth can RSVP for an orientation by completing the application online and they will be contacted by an intake specialist with their orientation date.





# YOUTH TRAINING AND JOB OPPORTUNITIES (Cont.)

## What Employment & Training Services Are Available For Youth?

### The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP)

**What is it?** MBSYEP provides grants to nonprofit, private sector, and government employers who want to employ DC youth for 6 weeks during the summer. An additional school year component of the Marion Barry Youth Leadership Institute focuses on applying those skills learned during the summer through community service projects, youth-related forums, and additional leadership development training.

**Who is eligible?** Youth ages 14–24 who reside in DC, have a verified social security number, and have permission to work in the US.

**How do I apply?** Applicants can find more information about application deadlines at [summerjobs.dc.gov](http://summerjobs.dc.gov) or email [summerjobs@dc.gov](mailto:summerjobs@dc.gov).

### Career and Technical Education (CTE)

**What is it?** The District supports job-oriented skills training through select DC Public Schools, some public charter schools, and UDC-CC's Division of Workforce Development and Lifelong Learning.

**Who is eligible?** Youth must be enrolled students at one of the 15 schools participating in CTE Programs.

**How do I apply?** Students must apply through the school lottery to attend a high school providing these services. Youth also can apply to attend training classes at UDC. Applicants can learn more at [osse.dc.gov/service/career-and-technical-education-cte](http://osse.dc.gov/service/career-and-technical-education-cte)

### In-School Youth Program

**What is it?** This program for students in grades 9-12 provides academic enrichment, work readiness skills and leadership development.

**Who is eligible?** Youth ages 14–21 who reside in DC, are enrolled in high school or college, and meet WIOA requirements.

**How do I apply?** Applicants can find more information about the application process by emailing [youthjobs@dc.gov](mailto:youthjobs@dc.gov).



### Out-of-School Youth Program

**What is it?** This year-round program provides occupational skills training, career awareness counseling, basic education, computer skills, GED preparation, and vocational skills training.

**Who is eligible?** Youth ages 16-21 who reside in DC, are no longer attending school, and meet WIOA requirements.

**How do I apply?** Applicants can find more information about the application process by emailing [youthjobs@dc.gov](mailto:youthjobs@dc.gov).

# ADULT LEARNERS

## Where Do Adults Find Out About Employment, Training, & Adult Education Opportunities?

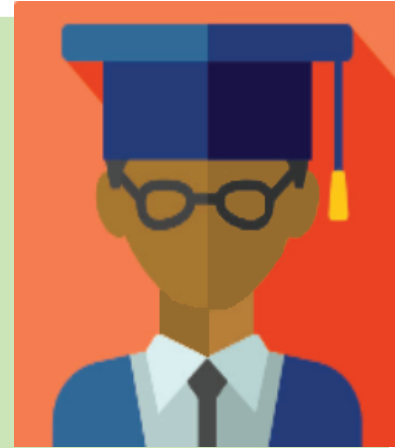
**American Job Centers:** These centers provide a range of assistance to job seekers, students and those looking to make a career transition including career assessment and counseling, resume assistance, job placement, career planning, training opportunities, vouchers to use at an approved job-training provider and much more. AJCs also connect residents to other services provided by other partnering agencies within the District such as DHS and DDS.

**Temporary Assistance for Needy Families (TANF):** This program provides monetary assistance and employment services to families with children. TANF provides a range of employment preparation services.

**SNAP Employment & Training:** The District offers job counseling and job search assistance to residents who receive SNAP benefits.

**Non-profits funded by the District:** The District supports a variety of nonprofits that provide job services to adults, such as DC Central Kitchen.

**DC Government Programs:** The District directly runs some jobs programs for adults, such as the SNAP Employment and Training program for some recipients of SNAP benefits and the new DC Infrastructure Academy (DCIA). Many of these programs, run by the Department of Employment Services (DOES), require minimum CASAS scores to demonstrate reading and math proficiency. Many government programs are listed on [osse.dc.gov/careerpathwaysdc](https://osse.dc.gov/careerpathwaysdc).



## What Employment & Training Services Are Available For Adults?

### Job Skills Training

**What is it?** Specific skills training, which can be paid or unpaid, for high-demand industry sectors.

**Who is eligible?** At AJCs, Employment Specialists determine eligibility to participate. Nonprofits have varying eligibility requirements based on the specific program.

#### How do I access services?

- Jobseekers can receive a training voucher through an American Job Center that they can use at an approved training provider.
- Nonprofits that receive funding from the DC government.
- Training classes are offered directly at UDC Community College.
- Some public charter schools provide job training for adults. Students must apply through the school lottery system.

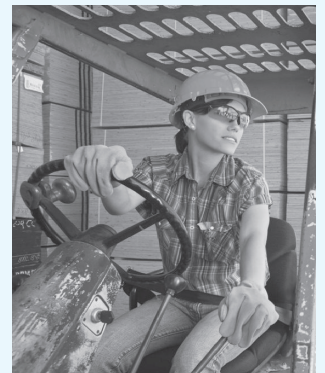
### DC Office of Apprenticeships, Information and Training (OAIT) Apprenticeships

**What is it?** Apprenticeships are paid positions that combine education and on-the-job experience in highly skilled occupations, including building trades. Apprenticeships can last for extended periods and are part of the process of getting licensed in those occupations.

#### Who is eligible?

Applicants must be at least 18 years old for most apprenticeships and meet the sponsor's qualifications. Most programs require a GED or high school diploma.

**How do I apply?** Contact the Office of Apprenticeship Information and Training or visit a DOES One-Stop Center.



# ADULT LEARNERS (Cont.)

## What Employment & Training Services Are Available For Adults?

### DOES On-the-Job Training (OJT)

**What is it?** DOES reimburses select employers at an established wage rate from 50 to 75 percent of the candidate's salary in exchange for training and mentoring OJT participants. The DOES liaison initiates recruitment efforts and provides support to the participants through the length of the OJT agreement.

**Who is eligible?** DOES evaluates candidates' job readiness for OJT but OJT employers maintain control over hiring decisions. Candidates must be WIOA eligible, possess basic skills, and lack specific occupational skills required for employment. OJT programs are focused on youth ages 18–24, adults 55 years or older, justice-involved persons, individuals with disabilities, the chronically unemployed, homeless veterans, people who do not possess a high school diploma or GED, or people who have significant work experience and/or some post-secondary education.

#### How do I apply?

- Application to nonprofits that receive funding from the DC government
- Referrals from American Job Centers
- Direct application to DC programs like Project Empowerment
- Referral through the TANF program

#### What happens when someone is on TANF?

TANF provides monetary assistance when the parents or other responsible relatives cannot provide for the family's basic needs. TANF participants may be eligible for a variety of employment services, including work readiness, education and training, and on-the-job training.

**How do I apply?** Parents apply for TANF through DC's Economic Security Administration intake centers.

### Adult Education

**What is it?** Education for adults that leads to a high school diploma through the GED or other credential.

**Who is eligible?** Eligibility varies based on the specific program. Most programs prioritize services for adult learners with low incomes and limited literacy skills. These programs assist applicants who need a high school diploma or GED to enroll at UDC and its Community College (UDC-CC).

#### How do I apply?

- Some public charter schools focus on adult education; the list of adult charters that offer career and technical programs is available on [dcpcsb.org](http://dcpcsb.org). Students must apply through the school lottery system.
- Some DC public high schools have programs for adults, such as the STAY programs. Students apply directly to the schools that offer these programs.
- Students can apply for workforce development classes at the University of the District of Columbia Community College.
- Students can apply directly to private providers funded by DC, such as Southeast Ministry.

### DC Infrastructure Academy (DCIA)

**What is it?** DCIA is a partnership between District government, UDC, and private sector partners. The program aims to provide specialized trainings in fields such as auto mechanics, energy, utilities, safety and solar panel installation, and opportunities to obtain commercial driver's licenses. DCIA also provides resume assistance, interview training, and job referrals.

**Who is eligible?** Applicants must be 18 or older and DC residents. Enrollees are screened by DOES.

**How do I apply?** Applicants register for training by calling 202-899-6040 or emailing [DCIA@dc.gov](mailto:DCIA@dc.gov)



# PEOPLE WITH DISABILITIES

## Where Do People With Disabilities Find Out About Employment & Training Opportunities?

The following organizations offer employment services that are specifically targeted to people with disabilities; however, people with disabilities can also access general programs for all youth and adults.

**DC Government Programs:** The Department on Disability Services (DDS) coordinates services and supports provided to qualified persons with disabilities in DC. Residents with disabilities could also visit an AJC and be served by both the AJC and the Rehabilitation Services Administration (RSA). RSA and the Developmental Disabilities Administration (DDA) are both under DDS and both provide Supported Employment services. The Department of Behavioral Health (DBH), the Department of Youth Rehabilitation Services (DYRS), and DC Public and Charter Schools also provide employment services for people with disabilities.



**Non-profits:** The District supports a variety of nonprofits that provide job services to people with disabilities. Information on DDS providers can be found at <https://dds.dc.gov/page/services-offered-providers>. DBH providers can be found at <https://dbh.dc.gov/page/list-community-based-service-providers>.

## What Employment & Training Services Are Available For People with Disabilities?

### Rehabilitation Services Administration (RSA)

**What is it?** RSA provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain or retain employment.

**Who is eligible?** Residents must have a physical, sensory, or mental impairment that is a substantial impediment to employment and require vocational rehabilitation services to prepare for, enter, engage in, or retain employment. Priority is given to individuals with the most significant disabilities.

**How do I apply?** Applicants apply online by completing an RSA intake form. An assigner counselor validates eligibility for service. Applicants can appeal an eligibility decision by requesting an informal administrative review meeting or process hearing. Most students with Individualized Education Programs (IEPs) and 504 plans are eligible, but students aren't required to have an IEP or 504 plan to be eligible.

### What about people with blindness and visual impairments?

The RSA Assistive Technology team can train people in utilizing adaptive aids and computer software to help meet their personal independent living, educational, employment, and professional goals.

### What about youth with disabilities?

Students can participate in the Youth in Transition Programs to prepare for post-secondary education, training and employment. RSA works with local public, public charter and non-public schools to ensure an uninterrupted plan of services for eligible students. The program is open to students ages 14 and older but most students wait until their last two years of high school to apply.

### Developmental Disabilities Administration (DDA) Supported Employment

**What is it?** The Medicaid Home and Community Based Services (HCBS) Waiver program, operated by DDA, funds supported employment services such as job coaching, retention support, transportation assistance, or negotiating a customized job. It also funds Employment Readiness programs.

**Who is eligible?** Supported employment is for residents for whom competitive employment has been difficult to attain or maintain. Applicants must be deemed eligible by DDA and also meet criteria for the HCBS Waiver program; criteria includes being 18 or older, meeting the required level of care, and being Medicaid eligible. Compared to RSA, DDA serves fewer people with more significant needs.

**How do I apply?** Applicants should contact the Medicaid Waiver Unit at 202-730-1556 for information about the HCBS waiver program. Information about the DDA Intake and Eligibility Determination Unit (IEDU) can be found at [dds.dc.gov](https://dds.dc.gov).



# JUSTICE-INVOLVED PERSONS

## Where Do Justice-Involved Persons Find Out About Employment & Training Opportunities?

**Mayor's Office on Returning Citizen Affairs (MORCA):** The Mayor's Office on Returning Citizens Affairs provides reentry services to just over 5,000 individuals, including needs assessments, referrals, and support for housing, health care, job search and education.

**READY (Resources to Empower and Develop You) Center:** The READY Center is a one-stop shop collaboration between MORCA, the Department of Corrections, Department of Behavioral Health, Department of Human Services, Department of Employment Services, Department of Motor Vehicles and community-based organizations where formerly incarcerated District residents can access services including employment assistance. Inmates fill out an interest card to identify their needs within 30 days of release. Afterwards, individuals visit the READY Center, which connects them to resources at the other partner agencies. The READY Center had been limited to persons returning from Department of Corrections facilities, but has recently been expanded to include those returning from Bureau of Prisons (BOP) facilities.

**Court Services and Offender Supervision Agency (CSOSA):** CSOSA provides a subset of probationers and parolees with employment services support such as resume writing, interviewing techniques, and job search assistance. Typically, the Court Supervision Officer initiates these services, though offenders are also able to request employment services on their own during supervision or the services are mandated by court order. Most of this programming is conducted within CSOSA though some services are contracted out.

**American Jobs Centers:** Justice-involved persons can access services at most of the centers that serve the general adult population.

**Nonprofits that partner with the District:** Many nonprofits in the District provide employment resources and opportunities to justice-involved persons such as DC Central Kitchen, Thrive DC, Georgetown's Pivot Program, Building Futures, and Clean Decisions. Additional resources from DC's Reentry Action Network can be found at [ovsjg.dc.gov/service/dc-reentry-action-network-ran](https://ovsjg.dc.gov/service/dc-reentry-action-network-ran).



## What Employment & Training Services Are Available For Justice-Involved Persons?

### Aspire to Entrepreneurship

**What is it?** Aspire helps individuals involved in the criminal justice system overcome employment barriers and develop small businesses. Approved applicants learn computer skills, financial basics and entrepreneurial development skills. Aspire receives seed funding from DC's Department of Small and Local Business Development and each participant in the program receives a stipend through the DOES Project Empowerment program.

**Who is eligible?** Applicants must be 18-55, live in DC, not receive government assistance, not use illegal substances, and demonstrate 3 out of 6 barriers to employment. Most participants have had a conviction for a misdemeanor or felony.

**How do they apply?** The Department of Small and Local Business Development encourages applicants to attend a WeAspire Returning Citizen Entrepreneurial Ecosystem Grant Information Session ([bit.ly/dslbd\\_events](https://bit.ly/dslbd_events)) or send questions to [Inno.ED@dc.gov](mailto:Inno.ED@dc.gov).

### Project Empowerment

**What is it?** Overseen by the DOES Division of State Initiatives (DSI), Project Empowerment is one of the District's main jobs programs for adults, serving 800 residents every year. It follows a model used in many jurisdictions, under which adults who face trouble finding work are placed into jobs for a limited period of time, with wages paid by the program rather than by the employer.

**Who is eligible?** Applicants must be 22-54 years of age, a DC resident, unemployed, drug-free, not receiving TANF or unemployment benefits, and facing multiple employment barriers. Prior criminal conviction or incarceration is not a prerequisite for eligibility but counts as a barrier to employment.

**How do they apply?** Applicants visit one of the District's four American Job Centers and ask for a referral.

# OLDER ADULTS

## Where Do Older Adults Go to Find Out About Employment & Training Opportunities?



**Job Centers for the General Population:** Older adults can access services at the centers that serve the general adult population.

**DC Government Programs:** The Department of Employment Services (DOES) provides workforce development services for all residents, but also has services specifically targeted for older adults.

## What Employment & Training Services Are Available For Older Adults?

### Senior Community Service Employment Program (SCSEP)

**What is it?** SCSEP is a part-time community service and work-based training program that helps lower-income older adults gain career skills in community-based organizations. Host agencies include day-care centers, senior centers, schools, hospitals, and government agencies.

**Who is eligible?** DC residents ages 55 and above with incomes less than 125 percent of the federal poverty level and low employment prospects. Applicants are prioritized if they are ages 65 and over, veterans, homeless or at risk of homelessness, or if they have disabilities, low literacy, or limited English proficiency.

**How do I apply?** Contact DOES at (202) 698-5700 or [specialprograms.does@dc.gov](mailto:specialprograms.does@dc.gov)



### University of the District of Columbia's (UDC) Senior Tuition Program

**What is it?** The Institute of Gerontology within UDC runs the Senior Tuition Program, which allows DC residents ages 65 and above to audit two classes a semester for free. Senior DC residents matriculating in a degree program must pay half of the tuition and fees.

**Who is eligible?** DC residents ages 65 and above.

**How do I apply?** Contact the UDC-Institute of Gerontology at (202) 274-6697 or [gerontology@udc.edu](mailto:gerontology@udc.edu)

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