

REQUEST FOR TRAINING PROPOSAL PACKET

Customer Name _____

Training Program Requested _____

Degree _____ Certificate _____

Training Institution _____

In order for your application for school to be processed you need to complete and submit this packet by mailing or emailing to the WIOA Program.

PLEASE COMPLETE AND SIGN IN INK.

INSTRUCTIONS TO COMPLETE:

Page 2 FINANCIAL WORKSHEET

Complete Monthly Income

Complete Monthly Expenses

Complete Monthly Budget

If you cannot meet monthly expenses, please write an explanation

Page 3 & 4 LABOR MARKET RESEARCH

Contact 3 employers who would have the kind of job you want to train for and ask them the questions and document on form. These must be 3 employers that have job openings in the occupational field you are requesting. You can contact them by mail, in person, or email.

Page 5 FINDINGS OF LABOR MARKET RESEARCH

Answer the questions according to what you found out.

Write a statement as to why you are requesting help with this training.

Sign and date this form.

FINANCIAL WORKSHEET

This Worksheet is strictly confidential and is used solely for the purpose of assisting with personal financial planning and determining need to receive WIOA support services.

NAME: _____

MONTHLY EXPENSES	AMOUNT
Rent/Mortgage	
Water	
Garbage	
Electric/Gas	
Telephone	
Cable/Internet	
Personal Debts	
Insurance (Total Health, Car, Homeowners, Etc.)	
Child Support/Alimony	
Car Payments	
Car Maintenance	
Gasoline	
Groceries	
Entertainment/Eating Out	
Clothing	
Household Supplies	
Medical/Dental Expenses	
Other Expenses	
TOTAL MONTHLY EXPENSES	\$

MONTHLY INCOME	AMOUNT
Your Take Home Pay	
Spouse's Take Home Pay	
Child Support/Alimony	
Social Security	
Unemployment	
TANF/Cash Assistance	
Other Income	
TOTAL MONTHLY INCOME	\$

MONTHLY BUDGET	AMOUNT
Total Income	
Minus Monthly Expenses	
MONTHLY BALANCE	\$

CAREER PLANNER ONLY	
Family Size	
Dependents	

If you are unable to meet your monthly expenses with your current income source(s), please explain below how you will be able to make up the differences.

LABOR MARKET RESEARCH

I have contacted these three (3) employers to survey the labor market to determine if this is a demand occupation as defined by WIOA regulations.

1. Employer:	Phone:
Address:	City/Zip:
Contact:	Starting Wage:
Are they hiring? Yes No	Number of Current Openings
Do you anticipate there will be openings when my training is complete?	Yes No
What is your company's training or education requirement for desired position?	
How long has your company been in business?	
Do you feel your business is stable and will be around for years to come?	
If No, why not?	
What job(s) could you obtain with this training?	
What are some of the job duties for this job? (Heavy lifting, standing, sitting, etc.)	
What would my job setting look like?	
Would I enjoy working at this employer's place of business?	Why?

2. Employer:	Phone:
Address:	City/Zip:
Contact:	Starting Wage:
Are they hiring? Yes No	Number of Current Openings
Do you anticipate there will be openings when my training is complete?	Yes No
What is your company's training or education requirement for desired position?	
How long has your company been in business?	

Do you feel your business is stable and will be around for years to come?	
If No, why not?	
What job(s) could you obtain with this training?	
What are some of the job duties for this job? (Heavy lifting, standing, sitting, etc.)	
What would my job setting look like?	
Would I enjoy working at this employer's place of business?	Why?

3. Employer:	Phone:
Address:	City/Zip:
Contact:	Starting Wage:
Are they hiring? Yes No	Number of Current Openings
Do you anticipate there will be openings when my training is complete? Yes No	
What is your company's training or education requirement for desired position?	
How long has your company been in business?	
Do you feel your business is stable and will be around for years to come?	
If No, why not?	
What job(s) could you obtain with this training?	
What are some of the job duties for this job? (Heavy lifting, standing, sitting, etc.)	
What would my job setting look like?	
Would I enjoy working at this employer's place of business?	Why?

CUSTOMER RESPONSE TO FINDINGS OF LABOR MARKET RESEARCH

After gathering information from three employers please complete the following questions:

Could you find three businesses with current openings?

Are there potential openings at these businesses after your training has been completed?

In reviewing your research, will you be able to meet your living expenses on this wage?

Would you enjoy working in this setting?

Can you perform the job duties associated with this job?

What would you like MOST about this type of job?

What would you like LEAST?

Can you live with what you like least?

Does this seem to be a stable, long-term job?

BRIEF STATEMENT

Please briefly state your reasons for requesting training assistance for this career. Include reasons why you have chosen this training program, how this career will increase your earning potential, and how much more your starting wage will be after training when compared to your former wage.

I understand that submission of this proposal requesting training assistance does not guarantee financial assistance to complete the training program

Customer Signature _____ Date _____

Career Planner Signature _____ Date _____