

Education Training Supportive Services **PUBLIC BENEFITS** EXPLORING
Mapping Work-based Learning Employment GOVERNMENT
SECONDARY EDUCATION COLLEGE OSSE DOES DDS RSA D
Community-based Organizations **DC** CAREERS EXPLORING
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ACCESS DC!
**A Guide to Navigating
Programs and Services in the
District of Columbia**



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Washington, DC is fortunate to have a wealth of education, workforce development, and supportive service programs that are available to District residents. To create a more coordinated system, in which DC residents are able to learn about and access the numerous programs available to support them along their individual career pathway, the Bowser Administration has developed the following vision and strategic goals for the District's system of workforce development, adult education, and supportive services:

"Every DC resident is ready, able, and empowered to discover and attain their fullest potential through lifelong learning, sustained employment, and economic security. Businesses are connected to the skilled DC residents they need to compete globally, are full participants in the workforce system, and drive the District's economic growth. Residents and businesses in all eight wards are supported by a system that includes coordinated, cohesive, and integrated government agencies and partners working to help communities thrive."

Strategic Goals Associated with Increased Coordination:

- i. **System Alignment Goal:** District agencies form an integrated workforce and education system that delivers coordinated, accessible, and effective workforce and education services through clearly defined roles and transitional supports throughout the provision of a continuum of services.
- ii. **Access to Workforce and Education Services Goal:** All residents, including people with disabilities and those with multiple barriers to employment, regardless of education or skill level, can access the education, training, career, and supportive services necessary to move forward in their career pathway.

In pursuit of these goals and vision, the Workforce Investment Council and the District's Core Workforce Innovation and Opportunity Act (WIOA) partners have developed this program booklet that provides information regarding the programs, services, and benefits available to eligible District residents. This collaborative effort came out of discussions regarding the DC Data Vault and the establishment of a universally shared intake, assessment, and referral process that all WIOA core partners will adopt, thus achieving the goal of creating a "no wrong door" approach to service delivery for District residents.

Service Offerings/Agency Partners:

- **Education and Training**
 - **Office of the State Superintendent of Education (OSSE)**
 - **University of the District of Columbia (UDC)**
 - **Department of Employment Services (DOES)**
- **Supportive Services**
 - **Rehabilitation Services Administration (RSA)**
 - **Department of Human Services (DHS)**
 - **DC Housing Authority (DCHA)**



OSSE | Office of Adult and Family Education



OSSE's Office of Adult and Family Education (AFE) provides funding and support to local adult-serving schools and community-based organizations to offer Integrated Education and Training (IE&T) services. These services include instruction in reading, writing, and math, concurrently and contextually with workforce preparation and workforce training in key high-demand sectors. This allows a student to improve their basic academic skills and work toward attaining a high school diploma while earning a workforce certification in the following industries:

- Business Administration and Information Technology,
- Construction,
- Healthcare,
- Hospitality,
- Infrastructure (Energy and Utilities, Energy Technologies, Transportation and Logistics), and
- Law and Security.

An eligible individual:

- Is at least 18 years old;
- Is not enrolled or required to be enrolled in secondary school under state law; and
- Has basic skills deficiencies, meaning that they do not have a secondary credential (high school diploma or GED), their reading and math skills are below that of high school graduate, based on the Comprehensive Adult Student Assessment System (CASAS) test, and/or they are an English learner.

For additional information, please contact:

Adult and Family Education
1050 First St. NE, Fifth Floor
Washington, DC 20002

(202) 741-5531 | (202) 741-5532 | <http://bit.ly/AdultEduTraining>



OSSE | Mayor's Scholars Undergraduate Program



- The Mayor's Scholars Undergraduate Program provides need-based funding for eligible DC residents earning their first associate or bachelor's degree at select area colleges and universities. The program is a last-dollar award designed to fill the gap between a student's financial aid package and the cost of attendance.
- Recipients of Mayor's Scholars funding can receive up to \$4,000 per academic year, for up to four years for an associate degree, and up to six years for a bachelor's degree.

An eligible individual:

- Is a District resident who has lived in DC for the past 12 months or more;
- Is a graduate of a public high school in the District of Columbia (including DCPS and public charters), within the years 2009-2018 OR passed the General Educational Development (GED) or earned a diploma through the National External Diploma Program (NEDP), within the last 10 years;
- Has a demonstrated financial need; and
- Is planning to attend an eligible public or non-profit college or university in the greater Washington, DC area.

For additional information, please contact:

Mayor's Scholar Undergraduate Program
1050 First St. NE, Fifth Floor
Washington, DC 20002

(202) 741-6406 | OSSE.Mayorsscholars@dc.gov | www.osse.dc.gov/mayorsscholars



OSSE | DC ReEngagement Center



The DC ReEngagement Center serves as a “single-door” through which youth (ages 16-24) who have dropped out can reconnect to educational options and other critical services to support their attainment of a high school diploma through an adult high school or GED program. The program offers the following services:

- Assessment of academic and non-academic needs to develop individualized reengagement plans;
- Assistance identifying best-fit educational options, including District of Columbia Public Schools, public charter schools, community-based organizations, and faith-based organizations;
- Support during the re-enrollment process (collecting documents, accompanying youth on program visits, etc.);
- Connections to non-educational support services (e.g. child care, Temporary Assistance for Needy Families (TANF)/food stamps, transportation, etc.) that address current barriers to their academic success; and
- Ongoing support for at least one year after enrollment occur.

An eligible individual:

- Is a District youth (ages 16 thru 24);
- Is not currently enrolled in school, or who is still enrolled in school but has missed more than 20 days in a row; and
- Has not yet attained a high school diploma/GED.

For additional information, please contact:

DC Reengagement Center
100 42nd St. NE (the old 6D police building)
Washington, DC 20019

(202) 671-2539 | backontrack@dc.gov
www.backontrackdc.org | <http://bit.ly/OSSEDCReEngagementCenter>



UDC | Degree Granting

UNIVERSITY OF THE
DISTRICT OF
COLUMBIA
1851

The University of the District of Columbia:

- Offers multiple points of entry to workforce training, professional certification, associate degrees, bachelor's and graduate degrees, and more.
- Has five colleges: 1) Arts and Sciences, 2) Business and Public Administration, 3) Agriculture, Urban Sustainability and Environmental Sciences, 4) the Community College, and 5) its fastest growing, Engineering and Applied Sciences.
- Has the most affordable tuition of any university in the District of Columbia.
- Is ranked in the top 10 of 102 Historically Black Colleges and Universities across the country.
- Has a community college that is ranked best in the region, according to cost, student-faculty ratio, graduation rate, etc.

Bachelor's and Associate Degree Seeking Students

An eligible individual must:

- Apply Online (www.udc.edu/apply/);
- Submit an official high school transcript or official GED results;
- Provide proof of residency;
- Take a placement test – ACCUPLACER (www.udc.edu/cc/cc/accuplacer/)
- Submit Immunization Records (www.udc.edu/health-services/immunizations/) for students age 26 and younger;
- File a Free Application for Federal Student Aid (FAFSA) online (www.studentaid.ed.gov/sa/fafsa), if interested in receiving federal student financial aid in the form of scholarships, loans and/or grants;
- Submit an official college/university transcript from previous institution of higher education (for those who are not first-time college students); and
- Once accepted, attend a New Student Orientation session (www.udc.edu/orientation/) before registering for classes.

For additional information, please contact:

University of the District of Columbia
4200 Connecticut Ave. NW
Washington, DC 20008
(Closest Metro Station: Van Ness Metro Station)
(202) 274-5000 | www.udc.edu



UDC | Workforce Development and
Lifelong Learning (WDLL)

UNIVERSITY OF THE
DISTRICT OF
COLUMBIA
1851

Workforce Development and Lifelong Learning (WDLL) provides District of Columbia residents with job skills training that enables them to pursue employment opportunities in DC's high-demand industries.

These include:

- Automotive and Truck Maintenance and Repair;
- Construction and Property Management;
- Early Childhood Education;
- Healthcare-Direct Care and Healthcare Administration;
- Hospitality and Tourism;
- Information Technology and Office Administration;

The WDLL program is free to all District of Columbia Residents.

An eligible individual:

- Is age 18 or older;
- Is a District resident;
- Has provided a valid district driver's license or state ID;
- Has a high school diploma or GED;
- Has completed required testing and assessment activities;
- Has consented to drug screening and a criminal background check (only applicable for students pursuing healthcare courses); and
- Has submitted immunization records (only applicable for students ages 26 and younger who are pursuing healthcare courses)

For additional information, please contact:

Bertie Backus Campus
5171 South Dakota Avenue, NE
Washington, DC 20017
(202) 274-7209

Congress Heights Campus
3100 Martin Luther King Jr. Avenue, SE
Washington, DC 20032
(202) 274-6525

cc@udc.edu | www.udc.edu | www.udc.edu/cc/workforce-development/



DOES | American Job Centers (AJCs)



- The American Job Centers (AJCs) offer job-seekers, students, businesses and career professionals access to a comprehensive array of employment-related services and tools in one convenient location.
- Residents can utilize resources such as career counseling, career planning, resume assistance, direct job placement, classroom and on-the-job-training, information about local and national labor markets, unemployment compensation and much more at the AJCs.
- The Department of Employment Services operate the centers that are strategically located and accessible throughout the District.
- An eligible individual:
 - Must be at least 18 years of age; and
 - A District resident.
- All residents will be required to submit proof of the following:
 - Birth Certificate;
 - Social Security Number;
 - DC Residency; and
 - Family Income
- For occupational skills training:
 - Must have at least a high school diploma/GED for most trainings;
 - Meet with an employment specialist at any AJC;
 - Must take CASAS test and achieve the required math and reading level (unless customer has an Associate degree or higher); and
 - Must submit required documents i.e. birth certificate, Social Security card, W-2/wages if applicable.

Process takes a minimum of 30 days.

For additional information, please contact:

- AJC Headquarters: 4058 Minnesota Ave. NE, Washington, DC 20019; (202) 724-2337
- AJC NE: CCDC - Bertie Backus Campus: 5171 South Dakota Ave. NE, Washington, DC 20017; (202) 576-3092
- AJC NW: Frank D. Reeves Municipal Center, 2000 14th St. NW Third Floor, Washington, DC 20009; (202) 442-4577
- AJC SE: Temporarily located at the DC Infrastructure Academy at 2330 Pomeroy Road SE, Washington, DC; (202) 741-7747

does@dc.gov | <http://bit.ly/AmericanJobCenter> | <http://bit.ly/AJCCalendarLocations>



DOES | DC Infrastructure Academy



- DOES has opened the DC Infrastructure Academy (DCIA) to meet the need for skilled infrastructure professionals in Washington, DC.
- This academy will train and prepare DC residents for infrastructure jobs with leading companies in this high-demand field.

Programs include:

- Commercial Driver's License (CDL);
- Energy & Utilities;
- Auto Mechanic Training;
- OSHA 10;
- Solar Panel Installation; and
- Information Technology.

An eligible individual:

- Is age 18 or older (age requirements vary by career pathway);
- Is a District resident- proof of DC residency may be required;
- Has provided a valid District driver's license or state ID;
- Has a high school diploma or GED;
- Meets CASAS score requirements (requirements vary by career pathway)
 - If a customer has an Associate Degree or higher, they are NOT required to CASAS test. (proof of the degree is required); and
- Consent to drug screening and a criminal background check.

For additional information, please contact:

DC Infrastructure Academy

2330 Pomeroy Road SE

Washington, DC 20020

(Closest Metro Station: Anacostia Metro Station)

(Closest Bus Lines: A33, W2, W3, W6, W8, and Circulator)

(202) 899-6040 | dcia@dc.gov | <http://bit.ly/DCInfrastructureAcademy>



DOES | Office of Youth Programs



- The Office of Youth Programs (OYP) develops and administers workforce development programs for District youth ages 14-24.
- OYP provides occupational skills training, work experience, academic enrichment, life skills and work readiness training to facilitate the development of work habits and skills essential for success in the workplace.
- Programs and initiatives supported by OYP include:
 - In-School Program: The In-School Program provides academic enrichment activities, work-readiness skills, project-based learning, life skills and leadership development. The goal of the program is to help prepare District youth to successfully transition from high school into post-secondary education, advanced training, unsubsidized employment, or a career in the military. During the school year, youth ages 14-21 will have the opportunity to participate in the In-School Program.
 - Out-of-School Program
- Pathways for Young Adults Program (PYAP): The PYAP combines occupational training, life skills development and work readiness instruction. Through PYAP, youth gain meaningful work experience through a paid internship; learn and develop skills, attitudes and commitment necessary to succeed in today's workforce, while interacting with dynamic working professionals in a positive work environment; and receive occupational training necessary to gain a nationally recognized credential within the specialized field of interest. The three areas of occupational training include allied health, administrative services and basic IT/admin.
- Youth Earn and Learn Program (YEALP): The YEALP provides paid job training, career awareness counseling, work readiness instruction, basic education, GED preparation, and supported internship experiences.
 - Innovation Grants (OSY & ISY): DOES funds local innovative workforce-related programs that support in-school and/or out-of-school youth to attain a secondary school diploma, enter postsecondary education, improve their career readiness, access paid and unpaid internships, access needed supportive services, and/or connect to other strategies aimed at successfully connecting them to a career pathway.
 - Marion Barry Summer Youth Employment Program (MBSYEP): MBSYEP provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

- Marion Barry Youth Leadership Institute (MBYLI): MBYLI is a year-round program to train District of Columbia youth in the concepts of leadership and self-development. The MBYLI training model emphasizes practical, hands-on experience and a holistic approach to developing leaders for the 21st century.

Eligibility Requirements:**In-School Youth Program (ISY)***

- To be eligible, youth must be a District resident, be enrolled in a High School or postsecondary education institution, and aged 14-21.

Out-of-School Youth Program (OSY)*

- To be eligible, youth must be a District resident ages 16-24, who are no longer attending a secondary school or postsecondary education institution.

Marion Barry Summer Youth Employment Program (MBSYEP)

- To be eligible, youth must be a District resident, ages 14-24, have a verified Social Security Number, photo ID, and permission to work in the United States. A parent consent form must also be submitted for youth under age 18.

Marion Barry Youth Leadership Institute (MBYLI)

- To be eligible, youth must be a District resident, ages 14-19, have a verified Social Security Number, photo ID, and permission to work in the United States. A parent consent form must also be submitted for youth under age 18.

*Youth must also meet the [Workforce Innovation and Opportunity Act \(WIOA\) requirements](#) for each category referenced (OSY/ISY).

For additional information, please contact:

Office of Youth Programs

4058 Minnesota Ave. NE

Washington, DC 20019

(Closest Metro Station: Minnesota Avenue Metro Station)

(202) 698-3492 | youthjobs@dc.gov | does.dc.gov/service/youth-services



DOES | Project Empowerment



- Provides adults with multiple employment barriers:
 - employability/life skills training,
 - limited basic education,
 - limited vocational training,
 - job search support,
 - job coaching,
 - up to six months of paid work experience, and
 - long-term support services such as access to health/mental health services, childcare, legal service referrals, computer training, tattoo removal, and professional clothing/uniforms.

An eligible individual:

- Is 22-54 years of age;
- Is a District of Columbia resident;
- Is currently unemployed;
- Is not receiving TANF or unemployment compensation;
- Is able to pass a drug test at the time of the Project Empowerment Orientation; and
- Has demonstrated a substantial need for intensive employment assistance by exhibiting at least three of the following:
 - Basic skills deficiency (determined by CASAS testing score);
 - Lack of secondary education credentials (no high school diploma or GED);
 - A documented history of substance abuse;
 - Homelessness;
 - A history of job cycling (not maintaining steady employment); and
 - A conviction of a felony or previously incarcerated.

For additional information, please contact:

Project Empowerment/Transitional Employment Program (TEP)
 4058 Minnesota Ave. NE
 Washington, DC 20019
 (Closest Metro Station: Minnesota Avenue Metro Station)

(202) 698-5599 | projectempowerment@dc.gov | <http://bit.ly/DCProjectEmpowerment>



DOES | Career Connections



- DC Career Connections is a work readiness program designed to provide more than 400 out-of-school and unemployed young adults with opportunities to gain valuable work experience, skills training, and individualized coaching and support to obtain employment.
- An integral component of Mayor Muriel Bowser's Safer, Stronger DC Initiative, DC Career Connections actively seeks to engage District youth in targeted Police Service Areas (PSAs) across the District.
- With the help of stakeholders throughout the District of Columbia – business leaders, community leaders, and service providers – DC Career Connections provides young adults ages 20 to 24 the opportunity to earn and learn while providing the support they need to be empowered and connected to rewarding career opportunities.
- Eligible youth can participate in the program for up to nine months, in which they will access similar trainings, services, supports, and paid work experience as Project Empowerment at a training wage of \$9.00 per hour for 40 hours per week.

An eligible individual:

- Is age 20-24 years;
- Is a resident of the District of Columbia living in a targeted Police Service Area (PSA):
 - 507 – Langston/Carver
 - 602 – Mayfair/Deanwood/Lincoln Heights/River Terrace
 - 604 – Capitol View/Benning Heights/Benning Terrace
 - 702 – Woodland Terrace
 - 705 – Congress Park;
- Has permission to work in the United States; and
- Is willing to take urinalysis drug tests throughout the program.

For additional information, please contact:

DC Career Connections
4058 Minnesota Ave. NE
Washington, DC 20019

(Closest Metro Station: Minnesota Avenue Metro Station)

(202) 698-5599 | dccareerconnections@dc.gov | <http://bitly.com/DCCareerConnections>



DOES | Senior Community Services Employment Program



- The Senior Community Service Employment Program (SCSEP) helps older Americans, age 55 and older, acquire job readiness skills in order to secure competitive unsubsidized employment.
- SCSEP is a community service and work-based training program where participants are provided part-time subsidized work experiences to support their acquisition of career skills through subsidized work experiences.
- Participants are placed in host agencies in varying fields of interest, to acquire skills, training and professional development that will lead to employment and self-sufficiency.

An eligible individual:

- Is a District of Columbia resident;
- Is age 55 or older;
- Is low income, which means that the gross (pretax) family includable annual income must fall below 125 percent of the Federal Poverty Guidelines adapted for SCSEP;
- Is currently unemployed and not job ready; and
- Is committed to securing unsubsidized employment for at least 25 hours per week.

For additional information, please contact:

Senior Community Services Employment Program (SCSEP)
4058 Minnesota Ave. NE
Washington, DC 20019
(Closest Metro Station: Minnesota Avenue Metro Station)

(202) 698-5797 | doesscsep@dc.gov | <http://bit.ly/SeniorCommunityServEmployment>



DDS/RSA | The Vocational Rehabilitation Program



The Department on Disability Services (DDS) provides the residents of the District of Columbia with information, oversight and coordination of services for people with disabilities and those who support them, such as service providers and employers. The Rehabilitation Services Administration (RSA) focuses on employment, ensuring that persons with disabilities achieve a greater quality of life by obtaining and sustaining employment, economic self-sufficiency and independence.

- People with disabilities face challenges in today's modern workplace. We believe that people with disabilities, given the right opportunities, can work and be fully integrated into mainstream society and the work place.
- Vocational rehabilitation services can reduce or remove barriers to employment.
- The Vocational Rehabilitation (VR) program provides vocational and rehabilitative services to people with disabilities to help them prepare for, secure, regain, and/or advance in competitive, integrated employment. These services can include: information and referral, assessment services, counseling and guidance, physical restoration, vocational training or other post-secondary education, job search, job placement and job coaching, and supported employment.
- RSA assists persons with disabilities to locate employment by developing and maintaining close relationships with local businesses.

An eligible individual:

- Has a documented disability;
- The documented disability presents a substantial barrier to employment; and
- Vocational rehabilitation services are required in order for the person to gain, maintain, or advance in competitive, integrated employment.

For additional information, please contact:

Rehabilitation Services Administration
250 E St. SW
Washington, DC 20024

(202) 442-8400 | (202) 442-8613 | www.dds.dc.gov



DHS | Economic Security Administration (ESA)



DC | DEPARTMENT of
HUMAN SERVICES

- ESA determines eligibility for five major benefits programs in the District of Columbia:
 - Medical Assistance (MA) – Medical coverage to income eligible residents through Medicaid, Alliance and DC Healthy Families programs;
 - Temporary Assistance for Needy Families (TANF) program provides support services, including a cash benefit, to individuals who are pregnant or responsible for a child age 19 or younger;
 - General Assistance for Children (GAC) program provides cash assistance to households caring for unrelated children whose parents and other relatives are absent from the household and who do not or cannot provide financial support for the care of the child;
 - Interim Disability Assistance (IDA) program provides temporary financial assistance to those who are unable to work due to a disability and have a high probability of receiving federal Supplemental Security Income (SSI); and
 - Supplemental Nutrition Assistance Program (SNAP) – Is the new name for the federal Food Stamp Program which helps income eligible residents and families buy the food they need for good health.
- These benefits are available to District residents based on income and other eligibility requirements.
- District residents apply for program benefits at one of the ESA service centers.
- DHS ESA uses a Combined Application (CA) form for MA, TANF, GC, IDA, and FS benefits which collects eligibility information and documentation for all five ESA programs.

An eligible individual is:

- A resident of the District of Columbia;
- Either pregnant or responsible for a child age 19 or younger;
- A US national, citizen, legal alien, or permanent resident;
- Have low or very low income; and
- Be either under-employed (working for very low wages), unemployed or about to become unemployed.

For additional information, please contact:

Office of Work Opportunity Family Resource Center(s):

- 2100 Martin Luther King Jr. Ave. SE Suite 402 Washington, DC 20020; (202) 698-1860
- 3851 Alabama Ave. SE Washington, DC 20020; (202) 671-1012
- 4049 South Capital St. SW Washington, D.C. 20032; (202) 807-0425

dhs.owo@dc.gov | <http://bit.ly/ESAServiceCenter>



DCHA | Workforce Development Initiative



DC Housing Authority's Workforce Development Initiative uses a unique partnership with local employers and other collaborating partners to procure employment and specialized training opportunities for public housing residents and Housing Choice Voucher Program (HCVP) participants.

- The Workforce Development Initiative's aim is to assist residents in mitigating or removing barriers to employment or career advancement.
- Housed at the EnVision Center, the initiative works with DCHA's Community Navigators assigned to public housing properties and our Family Self-Sufficiency Coordinators which enables the program to service DCHA's 15,000+ customers.
- Through education, training, coaching, and support services, DCHA's Workforce Development Initiative offers multiple pathways for job/career seekers to become employable in high demand industries that employ part-time, full-time, and/or seasonal workplace employees.
- Currently the Workforce Development Initiative partners with the University of the District of Columbia to provide general services such as Information Sessions, CASAS Testing, Career Assessments and certified Occupational Training.
- Program completion can lead to the attainment of industry-recognized certifications such as
 - Commercial Painting with Sherwin Williams
 - OSHA 30 with Safety Lab
 - First Aid/CPR with Safety Lab

An eligible individual:

- Is a public Housing resident, an HCVP participants, or a DC resident
- Is at least 18 years old
- Is a job seeker that falls into one of the following categories:
 - Unemployed, no job training and no work history
 - Unemployed, some workforce training, and some work history
 - Underemployed, substantial work history and/or seeking wage and career advancement

For additional information, please contact:

The EnVision Center/Southwest Family Enhancement Career Center
 203 N St. SW, Washington, DC 20024
 (202) 645-5023 | www.dchousing.org

