

WORKFORCE SOLUTIONS BRAZOS VALLEY ADULT EDUCATION AND TRAINING



Student Handbook

FY 2016

Equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas [\(800\) 735-2989](tel:8007352989), TDD [\(800\) 735-2988](tel:8007352988) Voice, TTY [\(979\) 595-2819](tel:9795952819)

Revised 7/17/2015

Workforce Solutions Brazos Valley

Adult Education & Training

I. Background

Adult Education and Literacy (AEL) services help customers develop basic skills in preparation for employment opportunities. AEL services consist of:

1. English language
2. Math
3. Reading
4. Writing instruction
5. To help students acquire the skills needed to earn a high school equivalency diploma, enter college or career training and/or succeed in the workforce

Residents of our 7-county region receive AEL services through a consortium of organizations. Workforce Solutions Brazos Valley (WSBV) is responsible for oversight of State funded AEL service delivery activities across the region. Region 6 Education Service Center is the Sub-contractor for WSBV. Other Partners who provide AEL Services to the local communities are Brazos Valley Council of Governments, Blinn College, Public Libraries, Non-profit and Faith based organizations.

Within the AEL Orientation process each student will be informed of program and collaborating organization services, attendance policy, class participation, student support services, emergency evacuation procedures, grievance procedures, rights and responsibilities of students, code of conduct, dress and grooming rules and any local classroom requirements.

Below is a list and definition of the AEL services available:

- **Career Pathways Program** – a program that consists of a series of connected education and training strategies and support services that enable individuals to secure industry relevant certification, obtain or retain employment within an occupational area and advance to higher levels of future education and employment in that area.
- **English Literacy/Civics (EL/Civics)** - federally funded program that provides English language and civics instruction to adult education students. Civics education is an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government to help students acquire the skills and knowledge to become active and informed parents, workers, and community members.

- **Financial Literacy** – instruction on the ability to make informed judgments and to take effective actions regarding current and future management of money. Referrals will be made to these services at <http://bvahc.org/financial-fitness/>.
- **Distance Learning** - is a formal learning activity where students and instructors are separated by geography, time or both for the majority of the instructional period. In Counties without sufficient AEL customers, the alternative is enrollment into distance learning. An AEL teacher will act as a mentor for and AEL students enrolled in on-line distance learning. Public access computers are available at local public libraries and Workforce Solutions offices.
- **Adult Basic Education (ABE)** - instruction in reading, writing, speaking and comprehending English, and solving quantitative problems, including functional context. The program is designed for adults who: 1) have minimal competence in reading, writing, and solving quantitative problems; 2) are not sufficiently competent to speak, read, or write the English language; or 3) are not sufficiently competent to meet the requirements of adult life in the United States, including employment commensurate with the adult's real ability.
- **Adult Secondary Education (ASE)** - comprehensive secondary instruction below the college credit level in reading, writing and literature, mathematics, science, and social studies and instruction for the GED®, including functional context, and instruction for adults who do not have a high school diploma -or its equivalent.
- **English Language Acquisitions (ELA)** - an instructional program designed to help adults who are limited English proficient achieve competence in the English language.
- **Integrated College Readiness Class** – transitions students with a GED into College or Occupational Training: 1) helps the student pass College Entrance Exam American College Test, Texas Success Initiative Assessment (TSIA); 2) helps students learn study skills and prepare to be successful in College or Occupational Training.
- **Family Literacy Program** - a program with services that are of sufficient intensity in terms of hours and duration, to make sustainable changes in a family, that includes: 1) the incorporation of parent literacy training that leads to economic self-sufficiency for the family; 2) instruction to help parents partner with their children and school personnel in the development of children's High School Personal Graduation Plans.

Workforce Solutions Brazos Valley Adult Education and Training

Dress and Grooming Rules

The Adult Education and Literacy Service's dress and grooming code is established to instill discipline, prevent disruptions, avoid safety hazards, teach respect, and prepare each student for future enrollment in an institution of higher education. Any attire that may be reasonably expected to cause disruption or interference with normal school operation will not be allowed. A violation will be given for any infraction of the dress code that is not corrected upon request from an AEL employee.

Shirts and Blouses	<p>No sleeveless shirts or blouses.</p> <p>Students are prohibited from wearing shirts/blouses that:</p> <ul style="list-style-type: none">• Advertise alcohol, drugs, tobacco, the occult, promote violence, are gang related, are lewd, offensive, vulgar, contain obscene language, sexually explicit language or disruptive images.• Have low-cut necklines.• Are see-through or contain holes.• Have tube tops, halter tops, spaghetti straps, half shirts, tank tops, muscle shirts, low-cut sport jerseys, crop tops, or any shirt that allows the navel or bra/bra straps to show. Any shirt/blouse that does not come to the waistband or exposes the midriff while standing, walking or sitting must be worn with an undershirt that tucks in.• Female students must wear a bra at all times.
Pants, Slacks	<p>Pants/slacks may not:</p> <ul style="list-style-type: none">• Be excessively long, large, or sag below the top of the hip line or allow undergarments to show.• Be torn or ripped.
Shorts	<p>Acceptable shorts must be 3 inches above the knee or longer. The following are not acceptable:</p> <ul style="list-style-type: none">• Short shorts• Shorts with holes or tears.
Dresses and Skirts	<p>Dresses and skirts must be 3 inches above the knee or longer. The following are not acceptable:</p> <ul style="list-style-type: none">• Short dresses and skirts.• Clothing with holes or tears.• Dresses that are low-cut in front or back.
Shoes	<p>Shoes shall be worn at all times.</p>
Jewelry	<p>Students shall not wear jewelry that:</p> <ul style="list-style-type: none">• May be identified as gang or drug related, vulgar, obscene, or sexually explicit.
General	<p>Students shall not reveal/wear:</p> <ul style="list-style-type: none">• Tattoos that are offensive, gang related, or substantially disruptive. Tattoos that are such shall be covered.• Hickies or passion marks must be covered.• Leggings may not be the main garment and buttocks must be covered.

Workforce Solutions Brazos Valley Adult Education and Training

Program Rules and Consequences

Adult Education and Literacy Services (AEL) pledges to provide a safe environment for all students and staff. In order to foster a positive and safe learning environment, the following rules have been instituted.

If the following rules are broken, the student will receive a written notification of said violation and be suspended for two days. After two violations, the student will be suspended for one week. If a third violation is received, the student will be expelled from the program. Re-admission is at the discretion of the AEL director.

1. Students are to respect all AEL staff, students, and property.
2. Students are to be non-disruptive in the classroom and on AEL property.
3. No smoking is allowed on the property, including the parking lot.
4. No loitering is permitted on the property.
5. Dress and grooming code is to be adhered to at all times.
6. Students are to adhere to given break times.
7. Students are not allowed to bring children to the classrooms.
8. Students are not allowed to use cell phones in the classrooms.
9. Gang apparel, graffiti, signs, slogans, tagging, or anything that is believed to be gang or drug related is prohibited.
10. Smelling or having evidence of drugs or alcohol in or on your body is prohibited.
11. Students are to come to class prepared, with all required supplies.

The following addresses anything that may be seen as a threat to the safety and well-being of the students and AEL staff. If the following rules are broken, the student will be immediately dismissed. Re-admission to the program is at the discretion of the AEL director. This includes, but is not limited to:

1. Bringing guns, weapons, or any implement used as a weapon onto AEL property.
2. Theft of any kind.
3. Doing or selling drugs on campus.
4. Fighting, either verbal or physical.
5. Verbally assaulting any AEL staff member.
6. Any illegal activity taking place on campus.

Workforce Solutions Brazos Valley Adult Education and Training

Student Rights

Adult Education and Literacy Services (AEL) pledges to provide a safe environment for all students, accepted into the program and staff. In order to foster a positive and safe learning environment, the following rules have been instituted.

1. Students will be respected by all AEL staff and students.
2. Students will be assessed when entering the class.
3. Students will have an Individual Career Pathway created for them.
4. Students will be re-tested within guidelines.
5. If there are not enough students to qualify for a class, Students will have access to Distance Learning, as funds allow.
6. Students will have access to community referrals to help them with outside problems that could cause a barrier to attending class.
7. Students will be notified if a “natural disaster” causes the class to be cancelled.
8. Students can expect the teacher to come to class prepared with all necessary tools for learning.
9. Students have the right to a safe learning environment.
10. Students have a right to breaks.
11. Students have the right to be provided with needed learning materials.
12. Students have the right to an accessible Student Handbook with their orientation.
13. Students have the right to file a written complaint.

Workforce Solutions Brazos Valley Adult Education and Training

Grievances & Complaints

If a student of the AEL program has a complaint/grievance, they can start with their teacher to resolve any problems. If that is not possible, the student or applicant can file a written complaint to:

Workforce Solutions Brazos Valley, Executive Director

PO Drawer 4128

Bryan, Texas 77805.

The complaint should include: the issue needing resolving, the name and contact information of the person filing the complaint. Contact information should include the name, address and valid contact phone number. The complaint will be reviewed with the parties involved to resolve the problem. After the decision is made about the complaint, you will be notified in writing. If you feel the complaint was not resolved, you have the right to appeal. You can do this in writing to the Texas Workforce Commission:

Texas Workforce Commission

c/o AEL

101 E. 15th Street

Austin, Texas 78778-0001

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Workforce Solutions Brazos Valley Adult Education and Training

RELEASE OF INFORMATION FORM

I understand that the submission of false information is grounds for the rejection of my application. I hereby authorize Workforce Solutions Brazos Valley (WSBV)/REGION 6 ESC to conduct such inquiries as may be deemed necessary to:

- Verify eligibility for all Employment and Training Programs and the Adult Education and Literacy (AEL) Program administered by the WSBV/REGION 6 ESC or its representatives,
- Confirm any information on the application used to determine eligibility,
- Secure appropriate services for me from community resources, or
- Release any information requested to officially recognized organizations.

I hereby authorize WSBV/REGION 6 ESC to conduct such inquiries as may be necessary with respect to the following:

- Participation with the AEL, TANF, CCS, Non-Custodial Parent (NCP), SNAP E&T, Section 8 Choices Housing Voucher, and WIA/WIOA Program to determine eligibility, determine the effectiveness of the program to assist achieving foundational skills and career pathways for economic competitiveness and community development and to establish preconditions for enrollment in the adult education and literacy program and/or WSBV programs.
- Verification of information to post into the Texas Workforce Commission (TWC) automated systems, Texas Educating Adults Management System (TEAMS), and other automated systems and statistical use of records of enrollment, progress and transition under the application of laws, TEA regulations and Adult Education Program policies to aggregate statistical data in the evaluation of the program.
- Release directory information which consists of name, address, telephone number, date of birth, dates of attendance, degrees obtained and field of study and personal identifiable information regarding enrollment in post-secondary institutions as matched to the Texas Higher Education Coordinating Board master enrollment records for the sole purpose of statistical analysis and adult education program improvement. Also the release of personable identifiable information regarding employment status or history to the Texas Higher Education Coordinating Board for the sole purpose of statistical analysis, administration or evaluation for the improvement of state adult education programs.
- Authorize the hospital, clinic and/or facility to release test results from any pre-employment physical examination, including a drug/alcohol test to the WSBV/REGION 6 ESC and release the hospital, clinic facilities and/or medical personnel from any and all liability arising from the release or use of this information.
- Authorize the Texas Workforce Commission or any private sector service provider maintaining such records, to release to the WSBV/REGION 6 ESC any records concerning claims for Unemployment Insurance benefits, including home address, the dates and amounts of benefits, wage credit reported by employers and determinations made with regard to my entitlement for benefits, and progress tracking related to employment and training services. This information may be used for follow-up studies to evaluate program effectiveness.
- ☐ **I authorize Workforce Solutions programs, including AEL, to text me reminder notices and I understand that my phone carrier may charge a fee for each message.**
- ☐ **I agree to participate in the Thumbprint attendance tracking system.**

I expressly agree to waive liability for any effect the information received from *contacted sources, given by myself, or released to outside sources* may produce.

WSBV/REGION 6 ESC will maintain the confidentiality of any such information received.

Participant Signature (*Or parent signature if participant is a minor*)

Date

Staff Signature

Date

Workforce Solutions Brazos Valley & Region 6 Adult Education & Literacy

Release of Liability Agreement for Media Release

AUTHORIZATION AND RELEASE

I hereby grant to the Workforce Solutions Brazos Valley (WSBV), its officers, directors, employees, representatives, licensees, successors and assigns ("WSBV"), irrevocable permission to take and to copyright, in its own name or otherwise, and re-use, publish and republish photographic portraits, pictures or similar images or likenesses (collectively, the "Pictures") of me and my children and/or other minors for which I am legally responsible (collectively, the "Minors"), including, without limitation, any other Pictures in which I or they may be included, in whole or in part, composite or distorted in character or form, without restriction as to changes or alterations, or reproductions thereof in color or otherwise, made through any medium, and in any and all media now or hereafter known for illustration, promotion, art, editorial, advertising, trade, fundraising, and any other purpose whatsoever. The Pictures may be used in conjunction with my own name and/or the names of the Minors, fictitious name(s), or without the association of names whatsoever. I also consent to the use of any published matter in connection therewith, including the disclosure of confidential information about me and/or the Minors as contemplated herein. The Pictures may be published in any manner, including advertising, periodicals, trade show exhibits and other promotional applications. I acknowledge that this Agreement is being made solely for the benefit of WSBV and without any expectation of compensation or other benefit to me and/or the Minors. I hereby forever waive any right to inspect and/or approve any publication of any Pictures of me and/or the Minors by WSBV.

I fully and forever **DISCHARGE, RELEASE and HOLD HARMLESS WSBVB/BVCOG** from any liability arising from or in connection with use of the aforementioned Pictures or disclosure of information, and for any claim for damages of any kind resulting from the publication of the Pictures of me and/or the Minors, including, but not limited to invasion of right to privacy, defamation or misrepresentation, or from damages **RESULTING FROM THE NEGLIGENCE OF WSBV**. I covenant and agree not to bring suit or otherwise initiate legal proceedings against WSBV for use of the Pictures of me and/or the Minors as contemplated herein. Further, I understand that WSBV cannot control unauthorized use of the Pictures once the Pictures have been published.

This Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Texas, and that if any portion of this document is held to be invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I affirm that I am more than 18 years of age and that I am competent to sign this Agreement on my own behalf and on behalf of the Minors.

"I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY AGREEMENT AND I FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND AN AGREEMENT BETWEEN ME AND THE WORKFORCE SOLUTIONS BRAZOS VALLEY CONCERNING MY LEGAL RIGHTS. I AM SIGNING THIS DOCUMENT OF MY OWN FREE WILL."

Date of Signing: _____

Individual's Signature: _____

Individual's Printed Name: _____

Individual's Address: _____

Parent/Guardian (if under 18): _____

Witness Signature: _____

"I, THE UNDERSIGNED, BEING THE PARENT OR GUARDIAN OF THE ABOVE NAMED WHO IS UNDER EIGHTEEN (18) YEARS OF AGE, DO HEREBY FOR VALUABLE CONSIDERATION CONSENT TO THE ABOVE AUTHORIZATION AND RELEASE."

Parent/Guardian's Signature: _____

Parent/Guardian's Printed Name: _____

Witness Signature: _____

Equal opportunity employer/program.

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Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819

Workforce Solutions Brazos Valley Adult Education and Training

Local Site Class Supplies

Each student is strongly recommended to purchase, for their own use, required Text for their class.

For GED students: Kaplan 2015 or 2016 GED

For ESL and ICR students: see your teacher

On a voluntary basis, Students may participate in the Coffee/Tea Fund.

Your Teacher may give you a local site supply list for the purpose of making you and the other students in your class more comfortable.

Please realize extra supplies like Coffee, Tea or Kleenex are provided strictly on a volunteer basis and not required for participation in this class.

WORKFORCE SOLUTIONS BRAZOS VALLEY ORIENTATION TO COMPLAINT FORM

This Orientation to Complaint Form addresses complaint procedures for the listed programs and services administered in the local workforce development area by the Workforce Solutions Brazos Valley and its Contractors:

Workforce Innovation and Opportunity Act (WIOA)
Workforce Investment Act (WIA)
Temporary Assistance for Needy Families (TANF) / CHOICES
Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
Child Care Services (CC)
Trade Adjustment Assistance and Trade Readjustment Allowances (TAA and TRA)
Non-Custodial Parent (NCP)
Adult Education and Literacy (AEL)

****Detailed instructions and the appropriate address for the program in which you are enrolled in are listed on the backside of this form.
(Las instrucciones detalladas y direcciones apropiadas de cada programa se incluyen en esta forma.)**

The recipient of the federal financial assistance is:

Workforce Solutions Brazos Valley
3991 E. 29th Street
Bryan, TX 77802

Equal Opportunity (EO) Officer: Ronnie Gipson
Telephone Number: (979) 595-2800
TDD 1-800-735-2988 (Voice) RELAY Texas 1-800-735-2989

The Workforce Solutions Brazos Valley (the Board) shall resolve complaints in a fair and prompt manner. Acts of restraint, interference, coercion, discrimination or reprisal towards complainants exercising their rights to file a complaint under this procedure are prohibited. This procedure applies to all applicants and participants who have cause to file a complaint related to activities or programs administered by the Board. If you have a complaint concerning any of these programs, you may submit your written complaint to the Board's EO Officer or Contractor, as appropriate.

After your complaint has been received, the EO Officer will notify you of the next step in the complaint procedure. As long as you wish to pursue your complaint, the Board or Contractor will follow the steps described in the Complaint Procedure. You should study the Complaint Procedure carefully, and if you feel that steps required by the Complaint Procedure are not being followed, contact the EO Officer. Remember that at any stage of the Complaint Procedure you feel that you are not being provided enough help, you should contact:

Texas Workforce Commission (TWC)
Equal Opportunity Monitoring
101 E. 15th St., Room 242-T
Austin, TX 78778-0001

Telephone Numbers:
(512) 463-2400
Relay Texas: 1-800-735-2989
TDD 1-800-735-2988 (Voice)

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under the Workforce Innovation and Opportunity Act (WIOA) or Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA or WIA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA or WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

What to do if you believe you have experienced discrimination. If you think that you have been subjected to discrimination under a WIOA or WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Equal Opportunity Officer (or the person whom the recipient has designated for this purpose), or with: The Director, Civil Rights Center (CRC), U.S. Dept. of Labor, 200 Constitution Avenue NW, Room N4123, Washington, D.C. 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center. If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

IGUALDAD DE OPORTUNIDADES ES LA LEY

La Ley requiere igualdad de oportunidades: El destinatario de asistencia financiera del Gobierno Federal tiene prohibido por ley discriminar, con base en los siguientes conceptos : discriminar a cualquier persona en los Estados Unidos por motivos de su raza, color, religión, sexo, nacionalidad, edad, incapacidad, filiación o ideología política; discriminar a cualquier beneficiario de programas que cuenten con apoyo financiero bajo la ley de Inversión Y Oportunidad en la Fuerza Laboral (Workforce Innovation and Opportunity Act o WIOA) o el Título I de la Ley de Inversión en la Fuerza Laboral (Workforce Investment Act o WIA) de 1998 y Workforce, por motivo de la ciudadanía o calidad migratoria del beneficiario en tanto inmigrante legalmente autorizado para trabajar en los Estados Unidos; o por motivo de su participación en cualquier programa o actividad que cuente con apoyo financiero bajo el Título I de WIA. El destinatario de tal asistencia no debe discriminar en ninguno de los siguientes conceptos : en decidir quiénes han de ser admitidos o tener acceso a cualquier programa o actividad que cuente con apoyo financiero bajo WIOA o el Título I de WIA; en la provisión de oportunidades en tal programa o actividad y en el trato a cualquier persona con respecto al programa o actividad; o en la toma de decisiones de empleo en la administración de tal programa o actividad o con respecto a lo mismo.

Qué hacer si usted cree haber sido discriminado/a: Si cree haber sufrido discriminación en un programa o actividad con apoyo financiado bajo de la ley de Inversión Y Oportunidad en la Fuerza Laboral (Workforce Innovation and Opportunity Act o WIOA) o del Título I de WIA, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el: Director del Centro de Derechos Civiles (CRC), Civil Rights Center (CRC), Dept. Federal Del Trabajo (U.S. Dept. of Labor), 200 Constitution Avenue NW, Room N4123, Washington, D.C. 20210. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que éste le expida un Aviso de Acción Definitiva por escrito, o haber transcurridos 90 días (en la más temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles). Si el destinatario de asistencia federal no le entrega un Aviso de Acción Definitiva por escrito dentro de los 90 días de la fecha de presentación de su queja, usted no tiene obligación de esperar a que el destinatario le expida dicho Aviso para presentar una queja con el CRC. Por otra parte, la queja con el CRC debe presentarse dentro de los 30 días del vencimiento del plazo de 90 días, es decir, dentro de 120 días a partir de la fecha en que presentó su queja con el destinatario. Si éste le entrega un Aviso de Acción Definitiva por escrito con respecto a su queja y usted sigue inconforme con la decisión o resolución, puede presentar una queja con el CRC. Hay que presentarla dentro de los 30 días subsiguientes a la fecha en que recibió el Aviso de Acción Definitiva.

Please do not sign this notice until you have read it and understand its contents.

This is to certify that I have read the **Orientation to Complaint Procedure** and that I have been given the opportunity to ask questions about its contents. I understand that the One Stop application form is not a job application and that it is used to determine my eligibility to receive program services and to meet federal reporting requirements. I further understand that failure to provide the requested information may prevent me from receiving services. By my signature below, I acknowledge this orientation to the Complaint Procedure and the statement regarding **Equal Opportunity Is The Law**.

Favor de no firmar sin haber leído y comprendido el contenido de este aviso.

Por esta, confirmo que he leído la **Orientación de Quejas Para Aplicantes y Participantes**, y he tenido la oportunidad de hacer preguntas acerca de su contenido. Entiendo que la forma de aplicación para el WIA no es una aplicación para empleo, pero que es usada para determinar si puedo recibir servicios del programa WIA y para cumplir con los requisitos federales para dar reportes. Por mi firma abajo, declaro que he recibido esta orientación a la Póliza de Quejas y que entiendo la sección titulada **Igualdad De Oportunidades Es La Ley**.

Applicant Signature (Firma del aplicante)

Print (Nombre en letra de molde)

Date (Fecha)

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAMS

Auxiliary aids and services are available upon request to individuals with disabilities

PROGRAMA DE OPORTUNIDADES DE IGUALDAD DE EMPLEO

Ayudantes auxiliares y servicios están disponibles para individuos con incapacidad

WSBV (Rev. 6/2015)

**INSTRUCTIONS ON HOW TO FILE A COMPLAINT
(INSTRUCCIONES DETALLADAS PARA PRESENTAR UNA QUEJA)**

WORKFORCE INVESTMENT ACT (WIA) / WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA):

If you think you have been subjected to discrimination under the Workforce Innovation and Opportunity Act (WIOA) or WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but if you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Si cree haber sufrido discriminación en un programa o actividad con apoyo financiero bajo de la ley de Inversión Y Oportunidad en la Fuerza Laboral (Workforce Innovation and Opportunity Act o WIOA) o el Título I de WIA, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Director del Centro de Derechos Civiles (CRC), Departamento Federal del Trabajo (U.S. Department of Labor), 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba. Si el destinatario de asistencia federal no le entrega un Aviso de Acción Definitiva por escrito dentro de los 90 días de la fecha de presentación de su queja, usted no tiene obligación de esperar a que el destinatario le expida dicho Aviso para presentar una queja con el CRC. Por otra parte, la queja CRC debe presentarse dentro de los 30 días del vencimiento del plazo de 90 días, es decir, dentro de 120 días a partir de la fecha en que presento su queja con el destinatario. Si este le entrega un Aviso de Acción Definitiva por escrito con respecto a su queja y usted sigue inconforme con la decisión o resolución, puede presentar una queja con el CRC. Hay que presentarla dentro de los 30 días subsiguientes a la fecha en que recibió el Aviso de Acción Definitiva.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) / CHOICES:

If you think you have been subjected to discrimination under a TANF/Choices financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Office of Civil Rights, U.S. Department of Health and Human Services, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the U.S. Department of Health and Human Services.

(45 CFR 80 and 84)

En acuerdo con la ley, si cree haber sufrido discriminación en un programa o actividad con apoyo financiero bajo el programa de TANF/Choices, usted puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, en las Oficinas de Derecho Civil del Departamento Federal de Salud y Servicios Humanos, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o haber transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING (SNAP E&T):

If you think you have been subjected to discrimination under a SNAP E&T financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Civil Rights Office, U.S. Department of Agriculture, 1100 Commerce Street, Dallas, TX 75242, (214-767-1471) or USDA Director, Office of Civil Rights, U.S. Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 (202) 720-5964. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the U.S. Department of Agriculture.

En acuerdo con la ley, si cree haber sufrido discriminación en un programa o actividad con apoyo financiero en el programa de SNAP E&T, usted puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Oficinas de Derechos Civiles del Departamento Federal Oficinas de Departamento de Agronomía o Agricultura, 1100 Commerce Street, Dallas, Texas 75242, (214) 290-9820. o Oficinas de Derechos Civiles, el Director del Departamento Oficinas de Departamento de Agronomía o Agricultura, Whitten Building, 1400 Independence Avenue, SW, Room 326-W, Washington, DC 200254-9410 or llama (202) 720-5964. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o haber transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba.

CHILD CARE SERVICES (CC):

In accordance with 45 CFR 80 and 84, it is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of any CC financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any CC-financially assisted program or activity; providing opportunities in, or treating any persons with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. If you think you have been subjected to discrimination under CC-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the **U.S. Department of Health and Human Services Office of Civil Rights**, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471 or the **U.S. Department of Agriculture (USDA)**, Office of Civil Rights-Southwest Region, Food and Nutrition Services, 1100 Commerce Street, Dallas, Texas 75242, (214) 290-9820. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the **U.S. Department of Health and Human Services**.

Este destinatario de asistencia financiera del Gobierno Federal tiene prohibido por ley discriminar, en base a los siguientes conceptos : discriminar a cualquier persona en los Estados Unidos por motivos de su raza, color, religión, sexo, nacionalidad, edad, incapacidad, filiación o ideología política; discriminar a cualquier beneficiario de programas que cuenten con apoyo financiero de la CC. El destinatario de tal asistencia no debe discriminar en ninguno programa o actividad que cuente con apoyo financiero bajo el Título I de la CC; en la provisión de oportunidades en tal programa o actividad y en el trato a cualquier persona con respecto al programa o actividad; o en la toma de decisiones de empleo en la administración de tal programa o actividad o con respecto a lo mismo. En acuerdo con la ley, si cree haber sufrido discriminación en un programa o actividad con apoyo financiero a tenor de la CC, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Director del Departamento Federal de Salud y Servicios Humanos, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471 o las Oficinas de Departamento de Agronomía o Agricultura (USDA), Oficinas de Derechos Civiles, Southwest Region, Comida y Servicios de Nutrición, 1100 Commerce Street, Dallas, Texas 75242, (214) 290-9820. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o haber transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba.

ADULT EDUCATION AND LITERACY (AEL):

If you think you have been subjected to discrimination under the Workforce Innovation and Opportunity Act (WIOA) and WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123 Washington, DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but if you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Si cree haber sufrido discriminación en un programa o actividad con apoyo financiero bajo de la ley de Inversión Y Oportunidad en la Fuerza Laboral (Workforce Innovation and Opportunity Act o WIOA) o el Título I de WIA, puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, con el Director del Centro de Derechos Civiles (CRC), Departamento Federal del Trabajo (U.S. Department of Labor), 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o hasta transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba. Si el destinatario de asistencia federal no le entrega un Aviso de Acción Definitiva por escrito dentro de los 90 días de la fecha de presentación de su queja, usted no tiene obligación de esperar a que el destinatario le expida dicho Aviso para presentar una queja con el CRC. Por otra parte, la queja CRC debe presentarse dentro de los 30 días del vencimiento del plazo de 90 días, es decir, dentro de 120 días a partir de la fecha en que presento su queja con el destinatario. Si este le entrega un Aviso de Acción Definitiva por escrito con respecto a su queja y usted sigue inconforme con la decisión o resolución, puede presentar una queja con el CRC. Hay que presentarla dentro de los 30 días subsiguientes a la fecha en que recibió el Aviso de Acción Definitiva.

NON-CUSTODIAL PARENT (NCP):

If you think you have been subjected to discrimination under a TANF/Choices financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either; the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or the Office of Civil Rights, U.S. Department of Health and Human Services, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the U.S. Department of Health and Human Services.
(45 CFR 80 and 84)

En acuerdo con la ley, si cree haber sufrido discriminación en un programa o actividad con apoyo financiero bajo el programa de TANF/Choices, usted puede presentar una queja, dentro de los 180 días subsiguientes a la fecha de la supuesta infracción, con el Oficial de Igualdad de Oportunidades del destinatario de asistencia federal (o la persona designada por el destinatario para ese efecto), o bien, en las Oficinas de Derecho Civil del Departamento Federal de Salud y Servicios Humanos, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767-1471. Si presenta su queja con el destinatario de asistencia federal, tendrá que esperar a que este le expida un Aviso de Acción Definitiva por escrito, o haber transcurridos 90 días (en la mas temprana de las dos fechas) antes de presentar su queja al Centro de Derechos Civiles; ver la dirección arriba.

Workforce Solutions Brazos Valley Adult Education and Training

JOB/CAREER SUCCESS ORIENTATION

SCHEDULES AND DESCRIPTIONS

Workforce Center Bryan
3991 E. 29th Street
Bryan, Texas 77802

Job Club: Date and Time: EVERY MONDAY 9:00am – 10:30am.

Networking Support Group that offers connecting opportunities with others, while hearing tips and techniques from Human Resource Guest Speakers that give good advice on how to get hired. Looking for work is a lonely task, but by joining together with peers in your community who understand exactly what you're experiencing -- because they're going through the same thing -- you can plot and plan together to keep one another focused on achieving your Career Goals to find a job.

Career Readiness: Date and Time: 1st and 3rd MONDAY 1:00pm – 3:00pm.

Attendance, Business Protocol, Communication Skills, Customer Service Basics, Diversity and Positive Attitude and Motivation. Understanding the Academic Skills, Employability Skills and Technical Skills that employers are looking for.

Job Search Techniques: Date and Time: 2nd and 4th MONDAY 1:00pm – 3:00pm.

Understanding the 4 most successful methods of Job Search today. The Importance of connecting with others and developing a proven system to track your progress. Dealing with Unemployment Stress and Rejection.

Resume Writing and Interview Skill: Date and Time: EVERY WEDNESDAY. 1:00pm – 3:00pm.

The do's and don'ts of resume creation. Writing a Cover Letter, understanding the interviewing process and having a great interview

*** TABE Testing Assessment: Date and Time: EVERY TUESDAY and THURSDAY 1:00pm – 4:00pm**

*** Unemployment Insurance Orientation: Date and Time: EVERY THURSDAY 9:30am – 11:30am**

*** WORK IN TEXAS Beginner & Advanced Orientation: Date and Time: Every Friday 9:00am – 11:00am**

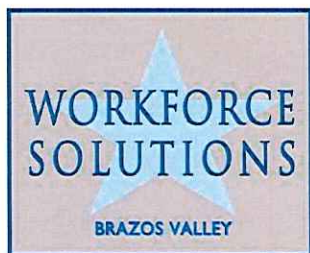
*** Referral Invitation Only**

For similar assistance in other Counties, call your local Workforce Center at 1-800-386-7200.

*Equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819*

Updated 07/17/15

Community Resources



VISION:

***To be the workforce agency
of choice for employers &
job seekers.***

Workforce Solutions Brazos Valley is a publicly funded human resource service where all job seekers can conveniently access a network of information and services responsive to their individual needs.

We serve a seven county region which includes:

- Brazos
- Burleson
- Grimes
- Leon
- Madison
- Robertson
- Washington

Office Hours:

Monday-Friday
8:00 AM to 5:00 PM

**Services Available to Job Seekers
(at no charge)**

- Complete an online registration at:
www.WorkInTexas.com
- Job Listings: Online, Newspapers, Job Postings
- Employment Resource Materials: Newspapers, Books, Workbooks, and Pamphlets
- Workshops: Interviewing, Career Exploration/ Planning, Resume, and Job Search
- Job Support Club
- Job Fairs
- Layoff Assistance
- Subsidized Work Experience (Income Eligibility Restrictions)
- On-the-Job Training (Income Eligibility Restrictions)
- Employment Counseling
- Referrals and Information
- Educational Information
- Adult Education & Literacy Classes
- Financial Fitness Classes
- Child Care Subsidies (Income Eligibility Restrictions)
- Copier: Make Copies of Your Resume, Applications, and Job Postings
- Computer Resources: Career Exploration, Typing Tutors, Internet Access, Resume, Software, and more
- Fax Machine: Fax Your Resume to Potential Employers
- Telephone: Contact Potential Employers

**Workforce Center
Locations**

Brazos County
3991 E. 29th St
Bryan, TX 77802
(979) 595-2801
Fax: (979) 595-2810

Burleson County
301 N. Main St
Caldwell, TX 77836
(979) 567-1570
Fax: (979) 567-1580

Grimes County
1604 Stacey St
Navasota, TX 77868
(936) 870-3614
Fax: (936) 870-3679

Leon County
204 E. St. Mary's St
Centerville, TX 75833
(903) 536-4243
Fax: (903) 536-4246

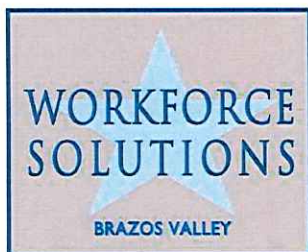
Madison County
300 W. School, Suite 200
Madisonville, TX 77864
(936) 348-5111
Fax: (936) 348-5115

Robertson County
303 Post Oak
Hearne, TX 77859
(979) 279-0940
Fax: (979) 279-5261

Washington County
97 Dupree
Brenham, TX 77833
(979) 836-9997
Fax: (979) 836-9935

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2519

**Call Us Toll Free at: 1-800-386-7200 or Visit our Website at:
www.bvjobs.org**



VISIÓN:

Ser la agencia de elección de trabajo para los empleadores y buscadores de empleo.

Workforce Solutions Brazos Valley es un servicio de recursos humanos financiado con fondos públicos, en donde todos los buscadores de empleo pueden comodamente tener acceso a una red de información y servicios que respondan a sus necesidades individuales

Servimos a siete condados de la Región los cuales incluye:

- Brazos
- Burleson
- Grimes
- Leon
- Madison
- Robertson
- Washington

Horas de Oficina:

Lunes-Viernes
8:00 AM to 5:00 PM

Servicios Diponibles a los Buscadores de Empleo (de forma gratuita)

- Completar la registración en línea en:
www.WorkInTexas.com
- Lista de Trabajos: En Internet, Periódicos, Anuncios de Trabajo
- Materiales de Recursos de Empleo: Periódicos, Libros, Libro de Trabajos, y Folletos.
- Talleres: Entrevista, Exploración de Carreras/ Planificación,
- Currículum, y Búsqueda de Trabajo.
- Club de Apoyo de Trabajo
- Ferias de Trabajo
- Asistencia de Despido Involuntario
- Subsidio de Experiencia de Trabajo (Restricciones De Elegibilidad de Ingresos)
- Capacitación de Trabajo (Restricciones De Elegibilidad de Ingresos)
- Asesoramiento de Empleo
- Referencias e Información
- Información Educativa
- Educación de Adultos y Clases de Alfabetización
- Clases de Salud Financiera
- Subsidios de Cuidado Infantil (Restricciones De Elegibilidad de Ingresos)
- Copiadora: Hacer Copias de su Currículum, Software, y más.
- Máquina de Fax: Enviar su Currículum a Posibles Empleadores.
- Teléfono: Contactar a Posibles Empleadores

Programa/Empleador de igualdad de oportunidades. Ayuda auxiliary y los servicios está disponibles bajo solicitud para individuos con discapacidades. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2519

Ubicaciones de Workforce Center

Brazos County
3991 E. 29th St
Bryan, TX 77802
(979) 595-2801
Fax: (979) 595-2810

Burleson County
301 N. Main St
Caldwell, TX 77836
(979) 567-1570
Fax: (979) 567-1580

Grimes County
1604 Stacey St
Navasota, TX 77868
(936) 870-3614
Fax: (936) 870-3679

Leon County
204 E. St. Mary's St
Centerville, TX 75833
(903) 536-4243
Fax: (903) 536-4246

Madison County
300 W. School, Suite 200
Madisonville, TX 77864
(936) 348-5111
Fax: (936) 348-5115

Robertson County
303 Post Oak
Hearne, TX 77859
(979) 279-0940
Fax: (979) 279-5261

Washington County
97 Dupree
Brenham, TX 77833
(979) 836-9997
Fax: (979) 836-9935

Llámenos Gratis al: 1-800-386-7200 o Visite nuestra Página Web en: www.bvjobs.org

HELPFUL CAREER INFORMATION LINKS

- www.bvjobs.org
- www.workintexas.com
- www.bvcog.org
- www.texascaresonline.com
- www.texasrealitycheck.com
- www.twc.state.tx.us
- www.texasworkprep.com
- www.onetonline.org
- www.lmci.state.tx.us/



For more information,
please contact your local
Workforce Center.

Toll Free: (800) 386-7200

Phone: (979) 595-2800

Fax: (979) 595-2810

www.bvjobs.org

Equal opportunity employer/program.
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to individuals with disabilities.

Relay Texas: (800) 735-2989
TDD: (800) 735-2988 (voice) TTY: (979) 595-2819



CAREER HIGHLIGHTS

Brazos Valley

June 2015



FIND OUT WHICH CAREERS:

- Have the most openings
- Pay the most
- Require additional training



www.lmci.state.tx.us/

BRAZOS VALLEY CAREERS
2012-2022

Expanding Careers Requiring Additional Training			
Occupation		Job Openings	Annual Average Wage
1	Registered Nurses	500	\$63,296
2	General & Operations Managers	350	\$106,855
3	Heavy and Tractor-Trailer Truck Drivers	300	\$39,122
4	Bookkeeping, Accounting, and Auditing Clerks	300	\$33,176
5	Correctional Officers and Jailers	200	\$36,712
6	Police and Sheriff's Patrol Officers	200	\$49,885
7	Licensed Practical and Licensed Vocational Nurses	200	\$40,099
8	Executive Secretaries and Executive Administrative Assistants	280	\$51,044
9	First-Line Supervisors of Construction Trades and Extraction	200	\$56,211
10	Industrial Machinery Mechanics	200	\$48,957
11	Medical Assistants	150	\$29,191
12	Machinists	150	\$39,123
13	Welders, Cutters, Solderers, and Brazers	150	\$41,293
14	Operating Engineers / Other Construction Equipment Operators	150	\$41,515
15	Electricians	100	\$40,192
16	Automotive Service Technicians and Mechanics	100	\$39,604
17	Computer User Support Specialist	100	\$42,117
18	Firefighters	100	\$42,196
19	Carpenters	100	\$33,896
20	Plumbers, Pipefitters and Steamfitters	80	\$43,797
21	Computer-Controlled Machine Tool Operators (CNC)	80	\$37,334
22	Telecommunications Line Installers and Repairers	65	\$57,930
23	Civil Engineering Technicians	50	\$38,657
24	Biological Technicians	50	\$39,216
25	Geological and Petroleum Technicians	50	\$59,581
26	Surgical Technologist	50	\$41,184

Most Projected Openings			
Occupation		Total Openings	Annual Average Wage
1	Combined Food Preparation and Serving Workers	1,280	\$17,611
2	Farmers, Ranchers, and Other Agricultural Managers	900	\$60,100
3	Retail Salespersons	750	\$21,972
4	Waiters and Waitresses	650	\$19,360
5	Health Specialties Teachers, Postsecondary	600	\$89,562
6	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	600	\$20,020
7	Cashiers	550	\$19,221
8	Office Clerks, General	550	\$26,876
9	Janitors and Cleaners, Except Maids / Housekeeping Cleaners	550	\$21,909
10	Registered Nurses	500	\$63,296
11	Cooks, Restaurant	500	\$21,790
12	Secretaries and Administrative Assistants	450	\$29,261
13	Personal Care Aides	400	\$18,091
14	Elementary School Teachers, Except Special Education	380	\$46,286
15	First-Line Supervisors of Food Preparation / Serving Workers	350	\$30,352
16	General & Operations Managers	350	\$106,855
17	Customer Service Representatives	350	\$26,824
18	Laborers and Freight, Stock, and Material Movers, Hand	300	\$23,337
19	First-Line Supervisors of Retail Sales Workers	300	\$44,524
20	First-Line Supervisors of Office and Administrative Support	300	\$52,906
21	Heavy and Tractor-Trailer Truck Drivers	300	\$39,122
22	Graduate Teaching Assistants	300	\$29,267
23	Middle School Teachers	200	\$46,441
24	Secondary School Teachers	200	\$47,236
25	Correctional Officers and Jailers	200	\$34,126
26	Stock Clerks and Order Fillers	200	\$23,463
27	Childcare Workers	200	\$18,100

TEXAS CAREERS
2012-2022

Fastest Growing Careers			
Occupation		Growth %	Annual Average Wage
1	Diagnostic Medical Sonographers	57.5%	\$65,720
2	Interpreters & Translators	49.0%	\$46,529
3	Skincare Specialists	48.5%	\$32,758
4	Petroleum Engineers	45.3%	\$158,765
5	Information Security Analysts	45.0%	\$89,415
6	Insulation Workers, Mechanical	44.8%	\$41,907
7	Cardiovascular Technologists & Technicians	44.3%	\$54,583
8	Occupational Therapy Assistants	44.1%	\$70,606
9	Physician Assistants	44.1%	\$107,396
10	Welding, Soldering & Brazing	43.3%	\$36,801
11	Personal Care Aides	42.5%	\$17,509
12	Nursing Instructors & Teachers, Postsecondary	41.6%	\$63,414
13	Industrial Machinery Mechanics	41.4%	\$50,855
14	Health Specialties Teachers, Postsecondary	41.0%	\$121,233
15	Market Research Analysts & Marketing Specialists	41.0%	\$72,844
16	Meeting, Convention & Event Planners	40.9%	\$48,577
17	Home Health Aides	40.7%	\$20,530
18	Nurse Practitioners	40.5%	\$102,070
19	Logisticians	39.8%	\$84,085
20	Medical Secretaries	39.7%	\$30,531
21	Medical Equipment Repairers	39.6%	\$44,746
22	Surgical Technologists	39.3%	\$44,050
23	Computer-Controlled Machine Tool Operators	38.1%	\$38,293
24	Physical Therapist Assistants	38.0%	\$69,368
25	Tree Trimmers & Pruners	37.5%	\$28,959
26	Cooks, Restaurant	34.3%	\$22,215
27	Combined Food Preparation & Serving Workers	32.4%	\$18,329

NEED Help paying for CHILD CARE?

Do you live in Brazos, Burleson, Grimes, Leon, Madison, Robertson, or
Washington County?

We offer a program that assists eligible families afford child care! The program is
Child Care Services (CCS) and at this time, we have **no waiting list!!**

CALL TODAY! 800-386-7200



ARE YOU... Working or in School/Training at least 25 hours a week?

OR

ARE YOU... A teen parent who wants to complete school?

To request an application or receive answers to any of your questions, feel free to
call or email us today!

Call CCS Today:

979.595.2801, extension 2105

Email CCS Today:

CCMS@bvcog.org

Visit Our Website:

www.bvjobs.org



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with
disabilities. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819

¿NECESITA DE CUIDADO IN INFANTIL?

¿Vive usted en condado de Brazos, Burleson, Grimes, Leon, Madison, Robertson,
o Washington?

¡Ofrecemos un programa que ayuda a las familias elegibles pagar el cuidado
infantil! ¡El programa es Child Care Services (CCS) y en este momento, **no
tenemos lista de espera!!**

¡Llame hoy! **800-386-7200**



¿ESTA USTED... trabajando o en capacitación durante 25 horas a la semana?

O

¿ES USTED... una madre o padre adolescente que quiere terminar de estudiar?

¡Para solicitar una aplicación o recibir respuestas a cualquiera de sus preguntas,
no dude en llamar o enviarnos por correo electrónico hoy!

Llame hoy mismo CCS:

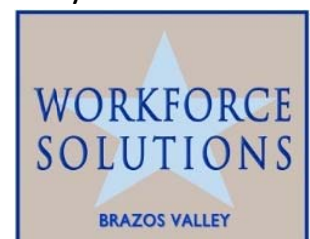
Correo Electrónico CCS:

Visite Nuestro Sitio Web:

979.595.2801, extensión 2105

CCMS@bvcog.org

www.bvjobs.org



Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819

Our Partners



Brazos Valley Council of Governments

Brazos Valley Area Agency on Aging

Alzheimer's Association

Brazos Valley Center for
Independent Living

Catholic Charities

County Indigent Healthcare

Housing Choice Voucher Program

MHMR Authority of Brazos Valley

Project Unity

Rock Prairie Behavioral Health

Texas A&M Health Science Center

Texas Department of Aging and
Disabilities Services

United Way / 2-1-1 Texas

Workforce Solutions Brazos Valley

St. Joseph Senior Renewal

Sexual Assault Resource Center

How to contact the Brazos Valley Aging and Disability Resource Center:



Come by our office:
Center for Regional Services
3991 East 29th Street
Bryan, Texas 77802

Call:
1 (855) 937-2372

Visit our website:
www.bvcog.org



*Your Brazos Valley
Aging and Disability
Resource Connection!*



1 (855) 937-2372

About BVADRC



The Brazos Valley Aging and Disability Resource Center (BVADRC) works with the aging and disability community by providing information about services and supports to help individuals and families to make informed choices about their health and wellness. We are available to educate individuals of any age who have a disability, or those who are aging, their family members and caregivers to empower them to make knowledgeable decisions, streamline access to a wide variety of services and supports, and serve as a highly visible and trusted resource in the community.

The resource room is complete with brochures and informational handouts as well as five computers with equipped with different types of assistive technology. The resource room is available for you to use for your computer needs.

Information, Referral and Assistance

We will assist you by learning about your needs and directing you to the appropriate services and supports. We can provide immediate assistance on a short-term basis to you in-person and by telephone, including:

- Exploring service options
- Identifying services that will address your needs
- Ensuring service linkages
- Working with Benefits Counselors to resolve your needs
- Education about various service options

Long Term Options Counseling

Long-term Options Counseling serves the purpose of supporting consumers, family members and significant others in their deliberations about their long-term care. We aim to provide information on the full-range of options that leads to the development of an “options plan”. Counselors provide in-depth information about supports and services, the locations of services, potential costs and payment options and assist the consumer to identify preferences and potential resources to meet long-term care needs.

Systems Navigation

The Brazos Valley Aging and Disability Resource Center can assist you with navigating the Health and Human Services system. We ensure understanding and awareness of private and public benefits. Certified staff can assist you in applying for various public and private benefits in which you may be entitled, or help you in understanding the benefits you are already receiving. These benefits are a primary need for Texans who are older or who have disabilities, and can include Medicare Savings Program, Extra Help for Medicare prescription drugs, Supplemental Nutrition Assistance Program (Food Stamps), Healthcare Marketplace and local assistance programs, among others.



Project Unity is now hosting

Parenting Wisely

A program designed to help parents better understand their children and develop the skills they need to be stronger parents.

Through a ten week series of classes with interactive videos and case management, Family Support Facilitators will engage with families throughout the Brazos Valley.

*To make an appointment or
for more information call
979-775-6788*

PROJECT UNITY



for help...for hope



Benefits of Parenting Wisely:

- *Promotes safety and well-being of children and families*
- *Strengthens families and the stability of relationships*
- *Increases parents' confidence and parental knowledge*
- *Improves parenting skills and enhances child development*
- *Proven to significantly reduce child and adolescent behavior problems*

Program provides:

- Parenting Classes
- Food and Basic Needs Assistance
- Resources and Referrals
- Supportive Counseling

Workforce Solutions Brazos Valley Adult Education and Training

Acknowledgement of Forms

Student and (Parent/Guardian):

Please initial that you have read and understand the following information: Dress and Grooming Code, Program Rules and Consequences and The Student Handbook.

_____ Dress and Grooming Code

_____ Program Rules and Consequences

_____ Acknowledgement of Student Handbook

Adult Education and Literacy Services has approved the following forms: Media Release, Release of Information and Orientation to Complaint. We ask that you read these three forms carefully, please sign and return them to the staff administering the orientation. If you have any questions about the requirements, please ask for an explanation from the orientation staff.

_____ Media Release

_____ Release of Information

_____ Orientation to Complaint

The student and parent (if the student is under eighteen years of age) should each sign this page in the space provided below, and then return it to the staff administering the orientation.

Thank you,

AEL Services Staff

Print Name of Student: _____

Signature of Student: _____

Date signed by Student: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date signed by Parent/Guardian: _____

A copy of this signed form goes in the Student's file along with the Media Release, Release of Information and Orientation to Complaint.

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