



American Job Centers are at the heart of the workforce investment system under the Workforce Innovation and Opportunity Act (WIOA). These centers provide an integrated array of high-quality services so that workers, job seekers, and businesses can conveniently find the help they need in accessible locations. AJCs are designed to help businesses find qualified workers and help job seekers obtain employment and training services to enhance their careers.

What services or resources does this agency provide?

The services provided by AJC vary but can include the following: assessment of skills, abilities, aptitudes and needs, assistance with unemployment insurance, access to employment services such as the states' job board and labor market information, career counseling, job search and job placement assistance and information including funds for training, education, and related supportive services such as day care and transportation. Additional services include access to the resources necessary for job searching (computers, Internet) and training workshops on topics such as interviewing, résumé writing, and job searching.

What areas of Tennessee do they serve?

There many AJC locations in TN. Visit this website to help you find the location nearest to you: <http://www.careeronestop.org/localhelp/americanjobcenters/find-american-job-centers.aspx>



Is there a cost and, if so, who pays?

Programs and services are available at no cost, however, one should call their local AJC to make sure there are no miscellaneous fees that could be incurred due to limited funding. Some financial responsibility may be on the individual job seeker or employer.

For which students might this agency be appropriate?

The services provided by AJCs are useful for any student currently seeking employment.

Who is eligible to receive their services/ supports and when?

Eligibility varies by program, income, and age. Check with your local office to see what the eligibility guidelines are. Every individual, including those with disabilities, has the right to access the basic services offered by a Center.



What is the referral process?

What documents are needed?

Unless you receive food stamps or cash assistance (TANF), there is not a referral process, so just call or visit your local agency. Documents needed depend on each location. Check with your local office to see what you need to provide.

What is the family's responsibility?

Primary responsibility should be on the student, but families can help connect the student to the local AJC and support them in their involvement with the program.

What is the student's responsibility?

The student is responsible for knowing his/her own goals and what they need help with. They would also be responsible for following the guidelines of the program.

What is the responsibility of an educator?

The educator may be responsible for sharing this information with families or referring them to this organization. Educators may also take their students to a center for job readiness workshops or have a staff member come into the classroom for training.

How (and when) do you involve them in the transition planning process?

- Share information about the local AJC with the parents at the beginning of the transition planning process since youth who are still in school may eligible to receive services.
- Ask an AJC representative to come to your classroom to provide a job readiness workshop.

Where can I learn more?

Visit their website at: www.careeronestop.org/localhelp/americanjobcenters/find-american-job-centers.aspx

- Have students visit their local AJC, as this could be a good career exploration activity for an IEP or a possible resource for a youth self-advocate looking for adult employment support options.

What questions should I ask of my local AJC?

- What can I do if there is not a local AJC office in my area?
- What can I do if I am denied services?
- Do AJCs provide mock interviews for students to practice interview skills?
- Do AJCs provide job coaches that go to workplaces to support individuals with disabilities?
- To find a location, visit their website at: <http://www.careeronestop.org/localhelp/americanjobcenters/find-american-job-centers.aspx>