

# **To Receive AJCC Funding**

**1**

- **Attend an Orientation Meeting at any AJCC. The meetings are about 1 hour.**

**2**

- **At the Orientation Meeting, make an appointment to meet with an AJCC Employment Counselor.**

**3**

- **Gather all of your documents and information to take to your meeting with your AJCC Employment Counselor.**

**4**

- **Go to your appointment with your AJCC Employment Counselor**

**5**

- **Sign your AJCC Commitment Letter, that you commit to finishing the training/ coursework and get a job.**

## **SOME TIPS:**

- ❖ If you can, take your documents and information with you to the Orientation Meeting. Sometimes they will meet with your right after the Orientation Meeting.
- ❖ If one AJCC location tells you they can't help you, TRY ANOTHER AJCC LOCATION.

***Don't Be Afraid, JUST DO IT!!***

**Pomona Valley - Managed Career Solutions (MCS)**  
**(Comprehensive AJCC\*)**  
264 East Monterey Ave., Pomona, CA 91767  
Tel (909) 242-7999 TTY (909) 865-2835 Fax (909) 242-7998

**West Covina AJCC\* - Managed Career Solutions (MCS)**  
**(Affiliate to Pomona Valley Comprehensive AJCC)**  
933 South Glendora Ave., West Covina, CA 91790  
Tel (626) 814-8234 TTY (626) 856-2129 Fax (626) 337-2564

**East San Gabriel Valley - Goodwill**  
**(Comprehensive AJCC\*)**  
**Hacienda La Puente Adult School**  
14101 E. Nelson Ave. La Puente, CA 91746  
Tel (626) 934-5700 TTY (626) 934-5777 Fax (626) 934-5778

**Baldwin Park AJCC\* - Baldwin Park Adult School, ACT Center**  
**(Affiliate to East San Gabriel Valley Comprehensive AJCC)**  
4640 Maine Ave, Baldwin Park, CA 91706  
Tel (626) 856-4125 TTY (626) 214-4577 Fax (626) 214-4988

**Foothill Employment & Training Connection**  
**(Comprehensive AJCC\*)**  
1207 E. Green Street  
Pasadena, CA 91106  
Tel (626) 796-5627

**East L.A./West San Gabriel Valley - Catholic Charities of Los Angeles (AYE)**  
**(Comprehensive AJCC\*)**  
5301 Whittier Blvd. 2nd Floor, Los Angeles, CA 90022  
Tel (323) 887-7122 TTY (323) 832-1278 Fax (323) 887-8236

**Alhambra AJCC\***  
**(Affiliate to East L.A./West San Gabriel Valley Comprehensive AJCC)**  
**Catholic Charities of Los Angeles (AYE)**  
2550 W. Main St., Ste. 103, Alhambra, CA 91801  
Tel (626) 677-2600 TTY (626) 284-8061 Fax (626) 677-2698

**Rio Hondo - Southeast Area Social Services Funding Authority (SASSFA)**  
**(Comprehensive AJCC\*)**  
10400 Pioneer Blvd., Suite 9, Santa Fe Springs, CA 90670  
Tel (562) 946-2237 TTY (562) 236-2899 Fax (562) 946-5818

**Whittier AJCC\* - Southeast Area Social Services Funding Authority (SASSFA)**  
**(Affiliate to Rio Hondo Comprehensive AJCC)**  
Whittier Adult School, Room B210  
9401 Painter Ave. Whittier, CA 90605  
Tel (562) 907-6995 TTY (888) 599-0128 Fax (562) 684-4414

## Priority Assistance to Individuals who are

- ◆ Veterans
- ◆ Disabled
- ◆ Individuals who are 18 to 24 years of age
- ◆ Individuals receiving any public assistance from a government agency

**These are the documents and information that you will have to show at your first meeting with the AJCC Employment Counselor. (If you do not have them, then you can show them at your next appointment.)**

1. To show you are a resident:

Any or a combination of these documents.

- ✓ Social Security Card
- ✓ U.S. Birth Certificate or U.S. Passport
- ✓ Permanent Resident Card
- ✓ Authorization for Employment Card

2. To show you are a resident of the county you are applying in:

Any or a combination of these documents.

- ✓ California ID or Driver's License
- ✓ Address Verification - Utility Bill, or Mail, or Letter

3. Proof that you registered at [www.caljobs.ca.gov](http://www.caljobs.ca.gov) :

You can also register at your first appointment at the AJCC, they will provide you with access to a computer.

- ✓ Steps to register at CAL-JOBS website:
  - Log on to the CAL-JOBS website, [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
  - Once you are on the website, click on the **Not Registered Yet?** button (located on the top-right-hand corner)
  - Click **Individual**
  - Click **I Agree**
  - Enter your information. It will take about 20 minutes.
  - Complete the **Registration and Resume** sections the best you can.

4.. **ONLY IF YOU ARE A MALE BORN AFTER 1960 -**

- ✓ Register or show proof that you registered in the Selective Service at [www.sss.gov](http://www.sss.gov)

5. **ONLY IF YOU ARE RECEIVING ANY PUBLIC ASSISTANCE -**

Any or a combination of these documents.

- ✓ EBT Card
- ✓ Letter or Notice of Action – Showing the amount you receive from General Relief, GAIN, GRET, Food Stamps, Cal-Fresh, TANF, Dept. of Social Services, DPSS, Dept. of Mental Health, Dept. of Rehabilitation, Dept. of Veteran's Affairs, etc.
- ✓ Medi-Cal or Medi-Care Card
- ✓ Contact information for your caseworker.