

ACTION, INC.  
Area Committee to Improve Opportunities Now, Inc.  
594 Oconee Street Athens, Georgia 30605  
Phone: 706.546.8293 Fax: 706.546.9180



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Referral Form for the Workforce Investment Act's In School Youth Program (WIA ISYP)

WIA ISYP is an academic enrichment and workforce development program for youth (ages 14+) that are enrolled in high school. Eligible students must meet federal income guidelines and must have a reasonable chance of meeting the program performance measures, which include graduating with a high school diploma or GED; and entering and retaining employment or post-secondary education. Each student must commit to taking an active role in completing his or her education and participate in monthly program activities.

To refer a student to join the WIA ISYP, please complete the form below and send to ACTION, Inc. via fax 706.546.9180 or email to: sbarnes@actionincorporated.org

Youth Information:

Student's Name: \_\_\_\_\_ Gender (Circle): Male Female  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age (if known): \_\_\_\_\_  
Parent/Guardian(s) Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Eligibility Information:

**Does the family of the student receive any of the following:**

- TANF
- Food Stamps
- Poverty Level Income
- Parent SSI (only income)

OR, is the student  
**either of the following:**

- In Foster Care
- A Family of One (does not live with a legal guardian)

AND, is the student:

- Motivated to complete an educational program
- Committed to WIA ISYP guidelines

Referral Information:

Date of the Referral: \_\_\_\_\_ Name of Person making Referral: \_\_\_\_\_  
School or Organization: \_\_\_\_\_ Phone No: \_\_\_\_\_

All referrals will be screened to ensure that the youth meets the program's eligibility criteria. The WIA staff will arrange all intake appointments. The youth must attend the appointment with his or her parent or guardian and must bring the necessary documentation, which includes a photo id, birth certificate, social security card and high school transcript. Additional information may be requested as well.

-----For WIA Office Use Only-----Correspondence:

Contact made (date(s)):

Eligibility Verification:

Contact made (date(s)): \_\_\_\_\_ Eligibility Verification: \_\_\_\_\_

Appointment Scheduled: \_\_\_\_\_ Initials: \_\_\_\_\_

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**Workforce Investment Act  
In School Youth Program**

*Serving Barrow, Clarke, Elbert, Greene, Jackson, Jasper, Madison, Morgan, Newton, Oconee, Oglethorpe, and Walton Counties*