



U.S. Department of Labor Employment and Training Administration

Adult Employment and Training Services

People who are at least 18 years old can receive free services by visiting One-Stop Centers in communities throughout the United States. Core services such as job-search and job-placement assistance, career counseling, basic assessment of one's skills and needs, and follow-up services are available. Workers who have been laid off can get help in applying for Unemployment Insurance benefits. Also, valuable information on job vacancies, skill requirements, and labor market trends is easily accessible on the Internet.

Priority for more intensive services is given to low-wage workers, welfare recipients, and workers who have lost their jobs. Specialists conduct comprehensive assessments and provide career counseling and other services. Case workers develop an individually tailored employment plan and closely follow each individual's progress toward finding a job and attaining self-sufficiency.

If an individual is unable to find employment through intensive services, they may be eligible to receive training assistance, which can include occupational skills training, on-the-job training, entrepreneurial training, and adult education. Most of those receiving occupational skills training will be able to choose their training provider using Individual Training Account vouchers.

These activities are intended to increase employment, job retention, skill levels, and earnings of participants and improve the overall quality of America's workforce while reducing welfare dependency and enhancing the economy's productivity and competitiveness. Funds to support these services are allotted to the States on a formula basis and the States in turn allocate funds to local service areas.

Further information is available at www.doleta.gov/programs/adtrain.asp

You can access America's Workforce Network at <http://www.doleta.gov>, or by calling the Toll-Free Help Line at 1-877-US2-JOBS. (For TTY, call 1-877-TTY-JOBS.)



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Fact Sheets

The following is a list of Department of Labor-supported activities and services that are part of America's Workforce Network which may be of particular interest to workers, employers, and workforce development professionals. A fact sheet with specific information is available for each of the following areas:

- Accessing Services via Phone or Internet
- Adult Employment and Training Services
- America's Labor Market Information System
- America's Career Kit (Online Resources)
- America's Workforce Network
- Applying for ETA Grants
- Assistance for Trade-Impacted Workers
- Basic Information for Employers
- Basic Information for Workers and Job-Seekers
- Disability Employment and Training Services
- Dislocated Worker Program (Services for Laid-Off Workers)
- Foreign Labor Certification
- High-Tech Skills Training
- Job Corps
- Migrant and Seasonal Farmworkers Employment and Training Services
- Native American Employment and Training Services
- Older Workers Employment and Training Services
- One-Stop Employment and Training Services
- One-Stop Partners
- Registered Apprenticeship
- School-to-Work
- Tax Credit Programs
- Unemployment Insurance
- Welfare-to-Work
- Youth Opportunity (YO) Grants
- Youth Opportunity (YO) Movement

Available online at: <http://www.usworkforce.org/factsheets> or by calling (202) 693-3900. This Web address also provides links to other Federal partners under the Workforce Investment Act and other initiatives that provide additional services to enhance individual and community well-being.