WIOA Component 1: Job Exploration Counseling

- **Steps in Vocational Planning:**
  
  This course reviews the steps needed in career planning, including gathering information about their career interests, exploring career options based on those interests, and developing an action plan to reach their employment goal.

- **Pre-Employment Instructional Support:**
  
  This course focuses on how the participant’s disability may impact their daily living and participants will explore work settings appropriate for their abilities, skills, and strengths with this impact in mind.

- **Job Club (Group):**
  
  This service is a workshop style resource for participants where they can connect with others, network to identify potential job leads, and discuss with the group ways to obtain, maintain, and grow in their jobs.

WIOA Component 2: Work-Based Learning Experience

- **Community Based Work Experience:**
  
  Based on the individuals career interests, skills, preferences, knowledge, and needed support, they will have the opportunity to gain experience about a career of interest on-site in the community.

---

**The NJ CILS Are:**

- **ALLIANCE CENTER FOR INDEPENDENCE (ACI)**
  Catchment Area - Middlesex, Somerset and Union Counties
  Phone: (732) 738-4388
  Website: www.adacil.org

- **ATLANTIC CENTER FOR INDEPENDENT LIVING**
  Catchment Area - Atlantic County
  Phone: (609) 748-2253

- **CAMDEN CITY INDEPENDENT LIVING CENTER, INC. (CCILC)**
  Catchment Area – City of Camden
  Phone: (856) 966-0800
  Website: http://www.camdenilc.org/

- **CENTER FOR INDEPENDENT LIVING SOUTH JERSEY (CILSJ)**
  Catchment Area - Camden and Gloucester Counties
  Phone: (856) 533-6490
  Website: http://www.cilsj.org/

- **DAWN CENTER FOR INDEPENDENT LIVING, INC. (DAWN)**
  Catchment Area - Morris, Sussex and Warren Counties
  Morris & Warren Phone: (973) 625-1940
  Sussex Phone: (973) 383-0870
  Website: www.dawnili.org

- **DIAL CENTER FOR INDEPENDENT LIVING, INC. (DIAL)**
  Catchment Area - Essex and Passaic Counties
  Phone: (973) 470-8090
  Website: http://www.dial-il.org

- **HEIGHTENED INDEPENDENCE AND PROGRESS (HIP)**
  Catchment Area - Bergen County
  Bergen Phone: (201) 996-9100
  Hudson Phone: (201) 533-4407
  Website: http://www.hipil.org

- **HEIGHTENED INDEPENDENCE AND PROGRESS (HIP)**
  Catchment Area - Hudson County
  Bergen Phone: (201) 996-9100
  Hudson Phone: (201) 533-4407
  Website: http://www.hipil.org

- **MOCEANS CENTER FOR INDEPENDENT LIVING, INC. (MOCEANS)**
  Catchment Area - Monmouth and Ocean Counties
  Monmouth Phone: (732) 571-4884
  Ocean Phone: (732) 505-2310
  Website: https://www.moceanscil.org

- **PROGRESSIVE CENTER FOR INDEPENDENT LIVING (PCIL)**
  Catchment Area - Hunterdon and Mercer Counties
  Mercer Phone: (609) 581-4900
  Hunterdon Phone: (908) 782-1055
  Website: http://www.pcil.org

- **RESOURCES FOR INDEPENDENT LIVING (RIL)**
  Catchment Area - Burlington, Cape May, Cumberland, and Salem Counties
  Burlington Phone: (609) 747-7745
  Cape May & Cumberland Phone: (856) 825-0255
  Salem Phone: (856) 678-9400
  Website: http://www.rilinx.org

---

**Workforce Innovation and Opportunity Act (WIOA)**

**Pre-Employment Transition Services (Pre-ETS)**

WIOA Pre-ETS makes services available to students and youths with disabilities to ensure they have opportunities to receive training and other services necessary to achieve competitive integrated employment.

**Pre-Employment Transition Services:**

- Must be made available Statewide to all students with disabilities in need of such services, regardless of whether a student has applied for VR services;

- May begin once a student requests or is recommended for one or more pre-employment transition services and documentation of a disability is provided to the VR agency;

- Assist students with identifying career interests to be further explored through additional VR services, including transition services;

- Must be provided or arranged in collaboration with local educational agencies.
**WIOA Component 3: Instruction in Self-Advocacy**

- **Rights and Responsibilities:**
  
  This course provides an overview of the rights and responsibilities of an employee and employer under Title 1 of the Americans with Disabilities Act, including review of who is covered under ADA, essential functions of jobs, qualifications of a job, myths about the ADA, protections when applying for a job, interviewing, when offered a job and when on the job and an overview of reasonable accommodations.

- **Understanding Employee Benefits, Fiscal Compensation and Managing Finances:**

  This course focuses on assisting the individual in understanding common benefits to consider when seeking employment. These include, but are not limited to, how to read your Employee Handbook, understanding your paycheck withholdings, health and life insurance, vacation and sick time. Also, this course will review financial management, including maintaining a checking and savings account and budgeting within your means.

**WIOA Component 4: Workplace Readiness**

- **Employment Readiness Instructional Support:**

  This course focuses on creating a variety of individualized tools that are essential in the process of applying for and accepting employment opportunities, including, but not limited to, conducting a job search, building a resume, on-line applications, interviewing skills, travel time, and work incentives.

- **How to Maintain Employment:**

  This course will assist the individual in gaining the skills needed to maintain employment. Topics of focus include clear communication, flexibility, identifying barriers, identifying natural supports.

- **Conflict Resolution in the Workplace:**

  This course will assist the individual in gaining the skills needed to identify and manage conflict. Topics reviewed include, but are not limited to, identifying causes of conflict in the workplace, steps to prevent conflict before it arises, and using effective communication to avoid conflict.

- **Time Management and Organization in the Workplace:**

  This course will assist individuals in learning the skills to gain more control over their time and space, which includes a review of basic time management and organization, assessing an individual’s preferred method of organizational tools, and developing a strategy to incorporate those tools on the job.

**Assistive Technology - Tools to Employment:**

This course reviews the different AT options, including mobility devices, augmentative communication devices, and accessibility adaptations in the workplace, to identify the individual’s workplace needs.

**Keys to Obtaining and Retaining Jobs and Enriching the Quality of Adult Life:**

This course focuses on social skills and workplace etiquette and reviews topics such as effective communication, anger management, developing listening skills, workplace conduct, building relationships, working as a team, and asking for assistance/requesting accommodations.

**WIOA Component 5: Counseling and Guidance for Post-Secondary Options**

- **Pre-Employment Instructional Support**
  (See WIOA Component 1)

- **Steps in Vocational Planning**
  (See WIOA Component 1)