

ELIGIBILITY GUIDELINES

Participants must be residents of St. Louis County and be income eligible.

Based on 200% 2009 Federal Poverty Guidelines

Family Size	Max. Monthly Income	Max Annual Income
1	\$ 1,805	\$ 21,660
2	2,428	29,140
3	3,052	36,620
4	3,675	44,100
5	4,298	51,580
6	4,922	59,060
7	5,545	66,540
8	6,168	74,020

For household sizes greater than 8 add \$7,480 to annual income for each additional household member.

-Revised effective August 2009

REQUIRED DOCUMENTATION

Applicants are required to bring the following documentation:

- Picture identification for head of household
- Social Security cards for **ALL** household members
- Proof of **ALL** household income for the previous 12 months
- Proof of residency in the form of a utility bill, driver's license, etc.

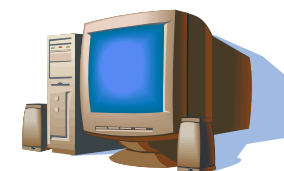


Please visit our website (www.caastlc.org) to find out more about our agency. It contains information on our programs and services, eligibility and income guidelines, required documentation, outreach sites, directions, upcoming events, employment opportunities, and more!

If you do not have Internet access at home, stop by your local library. The internet is available to use with a valid library card or current form of identification. Library cards are easy to obtain and are free to those living and paying taxes in their library district.



CAA
Community Action Agency
of St. Louis County, Inc



2709 WOODSON RD
ST. LOUIS MO 63114

314.863.0015

WWW.CAASTLC.ORG

EMPLOYMENT DEVELOPMENT

CAASTLC, Inc. has an Employment Development Program that is designed to help motivate job candidates and to help them find and retain employment in their communities.

JOB READINESS

Each participant receives an individual employment assessment to determine their job readiness. Most participants will be referred to our Job Readiness classes that are designed to emphasize employment enhancement skills that will help the candidate locate, land, and retain a job.



The classes cover topics such as: resume writing, interviewing techniques, personal finances, time management, completing applications, work place survival skills and community involvement. Classes are small so that all candidates can have as much individual attention as possible. Entry level computer classes are also provided for candidates. Software such as Microsoft Word and Excel, as well as operating systems such as Windows, is taught on an individual basis.

JOB PLACEMENT

Candidates that are job-ready receive individual job counseling with an employment specialist. Each candidate receives a thorough assessment that evaluates their job skills, as well as their interest in various types of employment. A job search plan is jointly developed with the employment specialist providing several concrete job leads. Extensive efforts are made to place each candidate in a job that is a good fit based on the individual assessment.

Financial assistance may be provided to the candidate to assist with job placement such as: bus passes, uniforms or tools. Candidates may also be fitted with an interview suit and accessories in cooperation with Dress for Success, a non-profit agency.

Every effort will be made to place qualified candidates in rewarding jobs that allow for each individual's personal growth and the opportunity to advance in the company.

JOB FAIRS

CAASTLC, Inc. holds quarterly job fairs to provide our participants with increased access to employment opportunities. Each job fair is open to the community and features an average of 15 employers.

ENROLLMENT

All St. Louis County residents that are interested in participating in the program must complete an initial intake (see *Eligibility and Required Documents*). The intake takes one hour and will not proceed without the proper documentation. Remember that all documentation must be presented at the initial interview regardless of prior assistance.



At the time of your intake interview, please bring any other supporting paperwork that you think will help you in your job search such as: certificates of business course completion (typing, data entry, secretarial, etc.), old resumes that need to be updated, and junior college or university class work that applies to the career that you desire to pursue.

Please call the Employment Department at 314.863.0015 ext. 431 for an enrollment appointment.