

Just Laid Off? About to Experience a Layoff?

There's help available. . .

What services may be available to help get me back to work?

There are three types of services that are potentially available to you at no cost:

- ★ All workers have access to services as these listed below through the Alabama Career Center System. You may have received information on these services through your Rapid Response team if you were part of a larger layoff. This is the first step in obtaining information such as:

- ✧ Job Search Assistance
- ✧ Job Referral
- ✧ Local Area Job Openings
- ✧ Resume Assistance
- ✧ Job Training
- ✧ Pension Benefits & Insurance Coverage



- ★ You may also be eligible for one-on-one assistance, group career workshops, and other assistance such as:

- ✧ Assessment of your Skills and Abilities
- ✧ Resume Writing Classes
- ✧ Help in Planning how to get back to work
- ✧ Stress and Financial Management Workshops
- ✧ One-on-One Job Counseling

- ★ Training Services, like those listed below, may be available to help you get a good job. If you qualify for help you will have access to a broad range of training services. Your One-Stop Career Center will have a list of training programs, descriptions and costs to help guide you in the decision-making process.

- ✧ Occupational Skills Training
- ✧ On-the Job Training
- ✧ Skills Improvement
- ✧ GED Preparation
- ✧ Math and Reading Training



Your State's Dislocated Worker Unit (in Alabama call Toll-Free 1-800-562-4916) and local Alabama Career Center can help you identify sources of financial assistance to help pay for training.

Some services for dislocated workers have eligibility requirements. Please check with your State Dislocated Worker Unit (Toll-Free 1-800-562-4916) or One-Stop Career Center for details.

Am I a Dislocated Worker?

- * You are a dislocated worker if you have been permanently laid off, or you have received a notice of layoff.

Among those who this program might serve are:



- * Dislocated Workers with outdated skills.
- * Those who have lost their jobs due to import competition or shift in production outside this country.
- * Farmers who have lost their farm.
- * Self-employed individuals who are unemployed as a result of economic conditions in their area.
- * Homemakers, whose principal job has been homemaking and have lost their main source of income.
- * Workers who have been dislocated by a mass layoff and/or closure.

Where can I go for help?

The best place to start is with your local One-Stop Career Center. You can also contact your State Dislocated Worker Unit (Toll-Free 1-800-562-4916) for information on specific services in your area or call 1-877-US-2JOBS for additional information regarding services and access points in your State of local area.

Services are designed to meet local needs and may vary from state-to-state. We are continually improving the workforce system to better serve you. Some locations may have different services available from those described here.

If you are affiliated with a union, contact the Alabama AFL-CIO Labor Institute for Training (L.I.F.T) Project at 334-834-1061 for more information





Alabaster Career Center

Alabaster@alcc.alabama.gov
 109 Plaza Circle
 Alabaster AL 35007
 Phone: (205) 663-2542 FAX: (205) 664-9229

Albertville Career Center

Albertville@alcc.alabama.gov
 5920 U S Highway 431 North
 Albertville AL 35950
 Phone: (256) 878-3031 FAX: (256) 878-7728

Alexander City Career Center

AlexanderCity@alcc.alabama.gov
 1375 Jr. College Drive
 Alexander City AL 35010
 Phone: (256) 215-4494 FAX: (256) 215-4516

Andalusia Career Center

Monday - Thursday

Enterprise@alcc.alabama.gov
 1000 Dannelly Boulevard
 Andalusia AL 36420
 Phone: (334) 881-2304 FAX: (334) 881-2201

Anniston Career Center

Anniston@alcc.alabama.gov
 1731 Coleman Road
 Anniston AL 36207
 Phone: (256) 832-0147 FAX: (256) 832-1183

Athens Career Center

Tuesday 8:00 a.m. - 4:45 p.m.

decaturn@alcc.alabama.gov
 406 South Jefferson Street
 Athens AL 35611
 Phone: (256) 230-0880 FAX: (256) 230-0848

Bay Minette Career Center

BayMinette@alcc.alabama.gov
 201 Faulkner Drive
 Bay Minette AL 36507
 Phone: (251) 937-4161 FAX: (251) 937-2859

Blountsville Career Center

Hanceville@alcc.alabama.gov
 68644 Main Street, Suite 5
 Blountsville AL 35031
 Phone: (205) 429-4311 FAX: (205) 429-5402

Brewton Career Center

Brewton@alcc.alabama.gov
 1023 Douglas Avenue Suite 314
 Brewton AL 36426
 Phone: (251) 867-4376 FAX: (251) 867-5798

Camden Career Center

10:00 am – 3:00 pm 1st and 3rd Wednesday each week

Selma@alcc.alabama.gov
 223-A Claiborne Street
 Camden AL 36726
 Phone: (334) 682-9428 FAX: (334) 682-9613

Cullman Career Center

Cullman@alcc.alabama.gov
 1201 Katherine Street Northwest
 Cullman AL 35055
 Phone: (256) 734-5580 FAX: (256) 734-6460

Decatur Career Center

Decatur@alcc.alabama.gov
 1819 Bassett Avenue SE
 Decatur AL 35601
 Phone: (256) 355-0142 FAX: (256) 355-0174

Demopolis Career Center

Demopolis@alcc.alabama.gov
 1074 Bailey Drive
 Demopolis AL 36732
 Phone: (334) 289-0202 FAX: (334) 289-8024

Dothan Career Center

Dothan@alcc.alabama.gov
 787 Ross Clark Circle
 Dothan AL 36303
 Phone: (334) 792-2121 FAX: (334) 792-2124

Birmingham Career CenterBirmingham@alcc.alabama.gov

3440 3rd Avenue South
 Birmingham AL 35222
 Phone: (205) 254-1300 FAX: (205) 254-1387

Eufaula Career CenterEufaula@alcc.alabama.gov

511 State Docks Road
 Eufaula AL 36027
 Phone: (334) 687-3551 FAX: (334) 687-9964

Fayette Career CenterFayette@alcc.alabama.gov

2631 Temple Avenue N, Tom Beville Center Room B-37
 Fayette AL 35555
 Phone: (205) 932-3221 FAX: (205) 932-2934

Foley Career CenterFoley@alcc.alabama.gov

200 West Michigan Avenue
 Foley AL 36535
 Phone: (251) 943-1575 FAX: (251) 943-8867

Fort Deposit Career CenterGreenville@alcc.alabama.gov

Public Library
 Fort Deposit AL 36032
 Phone: (334) 404-4400 FAX: (334) 382-9066

Fort Payne Career CenterFortPayne@alcc.alabama.gov

2100 Jordan Road SW
 Fort Payne AL 35968
 Phone: (256) 845-2900 FAX: (256) 845-5139

Gadsden Career CenterGadsden@alcc.alabama.gov

216 North 5th Street
 Gadsden AL 35901
 Phone: (256) 546-4667 FAX: (256) 546-6603

Greenville Career CenterGreenville@alcc.alabama.gov

117 West Commerce Street
 Greenville AL 36037
 Phone: (334) 382-3128 FAX: (334) 382-9066

Enterprise Career CenterEnterprise@alcc.alabama.gov

2021 Boll Weevil Circle
 Enterprise AL 36330
 Phone: (334) 347-0044 FAX: (334) 393-0958

Hamilton Career CenterHamilton@alcc.alabama.gov

1481 Military Street South
 Hamilton AL 35570
 Phone: (205) 921-5672 FAX: (205) 921-0438

Hayneville Career Center**Second and fourth Wednesdays**Greenville@alcc.alabama.gov

Family Guidance Center
 Hayneville AL 36040
 Phone: (334) 548-6307 FAX: (334) 382-9066

Huntsville Career CenterHuntsville@alcc.alabama.gov

2535 Sparkman Drive NW
 Huntsville AL 35810
 Phone: (256) 851-0537 FAX: (256) 851-8278

Jackson Career CenterJackson@alcc.alabama.gov

3090 Highway 43
 Jackson AL 36545
 Phone: (251) 246-2453 FAX: (251) 246-4797

Jasper Career CenterJasper@alcc.alabama.gov

2604 Viking Drive
 Jasper AL 35501
 Phone: (205) 221-2576 FAX: (205) 221-4595

Jefferson State Career CenterBirmingham@alcc.alabama.gov

2601 Carson Road
 Birmingham AL 35215
 Phone: (205) 856-8024 FAX: (205) 856-6033

Luverne Career CenterTroy@alcc.alabama.gov

886 Glenwood Road
 Luverne AL 36049
 Phone: (334) 335-2300 FAX: (334) 335-2306

Haleyville Career CenterHamilton@alcc.alabama.gov

2010 9th Avenue North

Haleyville AL 35565
Phone: (205) 486-4154 FAX: (205) 486-4157**Monroeville Career Center**Monroeville@alcc.alabama.gov

33 Outlet Drive

Monroeville AL 36460
Phone: (251) 575-3894 FAX: (251) 575-3351**Montgomery Career Center**Montgomery@alcc.alabama.gov

1060 East South Boulevard

Montgomery AL 36116
Phone: (334) 286-1746 FAX: (334) 288-7286**Opelika Career Center**Opelika@alcc.alabama.gov

2300 Frederick Road

Opelika AL 36801
Phone: (334) 749-5065 FAX: (334) 749-5031**Ozark Career Center**Dothan@alcc.alabama.gov

3269 South Highway 231

Ozark AL 36360
Phone: (334) 443-2000 FAX: (334) 733-0205**Pell City Career Center**PellCity@alcc.alabama.gov

311 Miles Parkway

Pell City AL 35125
Phone: (205) 338-5440 FAX: (205) 338-5443**Phenix City Career Center**PhenixCity@alcc.alabama.gov

Brassell Hall, C Building, Room 132

Phenix City AL 36869
Phone: (334) 214-4828 FAX: (334) 214-4826**Phil Campbell Career Center****First Wednesday of each month from 8:00 – 4:30**Hamilton@alcc.alabama.gov

2080 College Rd

Phil Campbell AL 35581
Phone: (256) 331-6285 FAX: (205) 921-0438**Roanoke Career Center**Roanoke@alcc.alabama.gov

3928 Highway 431

Roanoke AL 36274
Phone: (334) 863-8114 FAX: (334) 863-8412**Mobile Career Center**Mobile@alcc.alabama.gov

515 Springhill Plaza Court

Mobile AL 36608
Phone: (251) 461-4146 FAX: (251) 461-4443**Scottsboro Career Center**Scottsboro@alcc.alabama.gov

23123 John T. Reid Parkway

Scottsboro AL 35769
Phone: (256) 574-1720 FAX: (256) 574-4512**Selma Career Center**Selma@alcc.alabama.gov

1112 Water Avenue

Selma AL 36703
Phone: (334) 872-0471 FAX: (334) 872-4355**Sheffield Career Center**Sheffield@alcc.alabama.gov

500 South Montgomery Avenue Suite 102

Sheffield AL 35660
Phone: (256) 383-5610 FAX: (256) 383-4983**Talladega Career Center**Talladega@alcc.alabama.gov

1005 South Street East

Talladega AL 35160
Phone: (256) 480-2109 FAX: (256) 362-7219**Troy Career Center**Troy@alcc.alabama.gov

1023 South Brundidge Street

Troy AL 36081
Phone: (334) 566-3920 FAX: (334) 566-9450**Tuscaloosa Career Center**Tuscaloosa@alcc.alabama.gov

202 Skyland Drive

Tuscaloosa AL 35405
Phone: (205) 758-7591 FAX: (205) 758-1925**Valley Career Center****Monday - Thursday**Opelika@alcc.alabama.gov

321 Fob James Drive

Valley AL 36854
Phone: (334) 756-0024 FAX: (334) 756-0026**Vernon Career Center****2nd and 4th Tuesday, 9:00 a.m. – 1:00 p.m.**Fayette@alcc.alabama.gov

44425 Alabama Highway 17

Vernon AL 35592
Phone: (205) 932-3221 FAX: (205) 932-2934

ATTENTION

IMPORTANT INFORMATION REGARDING UNEMPLOYMENT COMPENSATION

The Alabama Department of Labor has **two** convenient ways to file a new claim or reopen an existing claim for Unemployment Compensation Benefits. You may file your claim through the Internet or by calling a toll free telephone number.

FILE THROUGH THE INTERNET

To file a claim for unemployment benefits you may log on to the ADOL website at www.labor.alabama.gov. To access this site you need Internet Explorer, version 5.5 or above. Internet claims can be filed **any time between 12:00am Sunday and 5:00pm Central Time Friday**. The internet site is not available after 5:00pm Friday and all day Saturday due to routine maintenance. If you experience difficulties while filing through the Internet, disconnect and call **1-866-234-5382** during normal business hours for assistance in filing your claim.

CALL TOLL FREE

To file a claim for unemployment benefits you may call **1-866-234-5382** between the normal business hours of **8:00am and 4:30pm Central Time Monday through Friday**. If you receive a busy signal, please try again later.

INFORMATION NEEDED TO FILE A CLAIM

To file a claim for Unemployment Compensation, please have the following available:

- ◆ Social Security Number
- ◆ Driver's License/ Non-Driver's ID
- ◆ Alien Registration, if non US Citizen
- ◆ Name, address and phone number of last two employers
- ◆ Your bank routing and account numbers from your personal check if you would like direct deposit

Please Note: We are unable to accept claims through the Internet under the following conditions. If any of these apply to you, call 1-866-234-5382 during normal business hours for assistance in filing your claim:

- ◆ Employment outside of Alabama in the past 18 months
- ◆ Claim against a state other than Alabama in the past 12 months
- ◆ Work as a merchant seaman in the past 18 months
- ◆ Current residence outside the United States of America

QUESTIONS OR PROBLEMS AFTER YOU FILE A CLAIM

If you should have questions or experience a problem regarding your claim, you may call **1-800-361-4524, Monday through Friday between 8:00am and 4:30pm Central Time** to reach an Unemployment Compensation Call Center for assistance.

More Information about Unemployment Compensation

- **DO NOT QUIT OR GET FIRED**
- Unemployment Compensation week is Sunday-Saturday.
- Weekly certification-must be completed each week for previous week. The sooner the weekly certification is completed, the sooner unemployment compensation is received.
- Change of address-inform unemployment compensation if your address changes during claim.
- Federal Tax-10%-no State tax-you can change mind one time.
- Money-direct deposit or debit card (debit card takes a little longer).
- Able, available, and seeking employment-**keep a record of job contacts.**
- Appeal rights-ask for rights and responsibilities booklet.
- Severance pay DOES NOT count against your unemployment compensation.

Tips for Filing Claims by Phone

- If you get a busy signal try again later. Generally, Mondays and Tuesdays are the busiest days.
- Be prepared to create and enter a four digit Personal Identification Number (PIN), for identification purposes.
- Listen to the questions in their entirety before you answer.
- After you complete the series of questions, a claims representative will complete your claim.
- Do not hang up before your claim is finished. If there is any question that you cannot answer or are unsure of, skip that question or ask the representative to help you clarify your answer.
- Have a pen and paper available to write down any instructions you may be given.



Alabama Department of Labor

State Agencies | Search ADOL | Help

Unemployment

Employers

Online Services

Divisions

Contacts



CLAIMS

UNEMPLOYED WORKERS

File your Initial and
Continued Claims



JOBS

CAREER CENTERS

Find a JOB, Apply



BUSINESS

EMPLOYERS

Find your TAX and
other Applications

OTHER TOP HITS: [Unemployment Statistics](#) | [New Hire](#) | [Workers' Comp](#) | [Partials](#) | [Child Labor](#)

Alerts ▼ Documents ▼ Popular Pages ▼

- ★ 2013 tax Form 1099-G now available for download (previous years 2010, 2011 and 2012 also available)
- ★ Important News About Federal Extended Unemployment Compensation (EUC08 - Updated December 22, 2013)
- ★ 2014 Tax rates available for download effective December 5, 2013

Follow ADOL on



News Feed

- 03/17/2014
[Alabama's January Unemployment Rate is 6.1% \(more\)](#)
- 03/12/2014
[Alabama Department of Labor Obtaining Convictions for Unemployment Compensation Fraud \(more\)](#)
- 02/25/2014
[Mobile Career Center to Attend West Alabama Education and Job Fair \(more\)](#)
- 02/14/2014
[Employees of International Paper Co. May Be Eligible for Additional Benefits \(more\)](#)

[More News](#)

[Alabama.gov](#) | [USA.gov](#) | [Alabama Media](#) | [Governor](#) | [Feedback](#) | [Get Adobe Reader](#)

Copyright © 2014 Alabama Department of Labor

Go to: www.labor.alabama.gov, and click here to start your claim

**What would you like to do?**

- Establish a New or Reopen a UC Claim.**
To start a new benefit year or to reopen an Unemployment Compensation (UC) claim that has previously been established.
- File Weekly Claim Certification (for any program).**
To file a weekly claim certification after your benefit year has been established or to change the 4-digit Personal Identification Number (PIN) or Username for your Internet Weekly Claim account.
- Change Personal Information**
To change your address, telephone number, email, direct deposit account information, request for federal tax withholdings, and/or form of payment for your weekly claim.
- View Weekly Claim Certification Information.**
To view the status of the last five weekly certifications on your current Unemployment Compensation (UC) claim.
- View 1099-G Tax Document Information.** (the 2013 1099's are here)
To access tax Form 1099-G and obtain information about tax withheld from unemployment benefits as well as the amount of benefits paid in the tax year. This must be reported each year even if you have repaid some or all of the benefits received. Information is posted as soon as possible each January for the most current tax year.
- Request Written Information on Your Claim.**
If you need any written information on your Unemployment Claim for the purpose of DHR, a Mortgage, loan, etc. It requires a \$10 Money Order and a notarized signature. Please print the Form 480 and follow the instructions on the form.

[Exit to Alabama Department of Labor Website.](#)

Cookies must be enabled to use this web application

Select this link to establish a new, or reopen an existing Claim

Unemployment Claims and Benefits FAQ

The following questions and answers have been selected to help you better understand the Unemployment Compensation Claim (UC) process and to become more comfortable with the terminology. These questions are targeted towards individuals filing their first unemployment claim.

- **The Top Ten Things You Should Know About UC-**To access and read:
 Go to www.labor.alabama.gov
 Select Unemployment in the blue bar to access the drop down
 Select Claims and Benefits FAQ in the drop down
 You will be able to read "The Top Ten Things You Should Know about UC"
 Also, there are several other links (identified in blue) attached to several other questions below.
- How do I file a claim?
- What do I need in order to file my claim by telephone?
- How long will I have had to work to be monetarily eligible for benefits?
- Can I receive benefits if I quit my job or if I am terminated?
- Can I receive unemployment if I am working part time, my hours have been reduced by my employer, or I have been furloughed?
- If my hours are reduced or I have been furloughed, will Unemployment Compensation replace my lost wages?
- How soon after I am unemployed can I file for benefits?
- How much can I receive each week?
- Can I receive benefits during all of my benefit year?
- What if I have work in another state?
- What if I am monetarily ineligible?
- What if some of my base period wages are missing or seem incorrect?
- When do I report earnings?
- How do I file my weekly certification?
- Why can't I receive benefits if I am in the hospital or can't work for any reason for a week or longer?
- When is my payment going to come?
- What Alabama banks accept the AI Vantage Card?
- How can I avoid problems with my claim or weekly benefits?
- Is weekend drill pay from the National Guard or US Forces Reservists reportable income on my weekly certification?
- May an ex-service person file an interstate claim, using military wages, to qualify for UC from a state which pays a higher benefit level?
- May a military retiree, who also has qualifying civilian wages, elect not to use their military wages in the monetary determination to avoid having his military pension deducted from UC benefits?
- How do I establish eligibility benefits under the Trade Adjustment Assistance (TAA) Extension Act of 2011?
- What are Trade Readjustment Allowance (TRA) Benefits?
- Who is eligible for TRA benefits?
- If I have questions about TRA whom should I contact?
- What is Alternative Trade Adjustment Assistance (ATAA)?
- What is the waiting week and will I receive payment for it?

Once your claim is filed, information about your claim is available online [click here](#) or by calling the Toll Free inquiry number to get general information or specific information on your claim:

You will be asked to enter your Personal Identification Number (PIN) to make sure your personal information is secure.

Q. How do I file a claim?

[You may file your claim on-line here.](#)

You can also file your claim from any touch-tone telephone by calling the Initial Claims Line (toll free) at 1-866-234-5382. Your call will be answered by an electronic Interactive Voice Response (IVR) system, which will ask you some initial questions. You will then be automatically connected to one of our friendly Customer Service Representatives to complete your claim. We recommend that you do not use a Cellular telephone for this process because calls may be dropped by your service prior to our system saving the information.

If you are on a temporary lay-off and will be going back to work for the same employer, your employer may have arranged to file your claim at your place of employment. Check with your employer if you think this has been arranged.

Q. What do I need in order to file my claim?

You will need your social security number and the name, correct address, and dates of employment for your most recent employer. In order to verify your identity, we will also need a driver's license or state issued ID card number and your mother's maiden name. If you are separating from the military, you will also need the member 4 copy of your DD214. If you are not a citizen of the United States, you must provide us with your work authorization number.

Q. How long will I have had to work to be monetarily eligible for benefits?

You must have wages in at least two quarters of your qualifying period (base period). The base period is the first four quarters (12 months) of the last five completed quarters from the date your claim is filed. For example, if your claim was filed effective October 5, 2002 your base period would be the 12 month period beginning July 1, 2001 and ending June 30, 2002. The total of your base period earnings must equal or exceed one and one-half times your highest quarter earnings. The average of your two highest quarters must equal or exceed \$1157.01.

Q. Can I receive benefits if I quit my job or if I am terminated?

Generally, you must meet certain requirements to be eligible. You must be able to work, available for work, willing to accept suitable work, actively seeking full time work, and be out of work due to no fault of your own. If you voluntarily quit your job, the burden of proof is on you to show that you quit for a good work connected reason. If you are terminated or discharged, your employer must show that you were terminated for a work-connected cause as stated in the Alabama UC Law.

Q. Can I receive unemployment if I am working part time, my hours have been reduced by my employer, or I have been furloughed?

If you did not ask for a reduction in hours, it is possible to receive unemployment if you are

working and your gross weekly earnings are LESS than your weekly benefit amount. In order to determine what your weekly benefit amount would be, you must file an unemployment claim. If approved, you would report your weekly earnings from Sunday to Saturday each week. You would receive the difference between your weekly benefit amount and your wages for each week you qualify. One important note: currently the maximum weekly benefit amount for the State of Alabama is \$265. If your gross weekly earnings are more than \$265, you will not be eligible for unemployment benefits. Unemployment Compensation is paid on a calendar week basis and must be filed during the week you are unemployed or working reduced hours earnings less than your weekly benefit amount.

Q. If my hours are reduced or I have been furloughed, will Unemployment Compensation replace my lost wages?

No, unemployment compensation will not replace your lost wages by supplementing your lost income due to reduced work hours or a furlough. Whether or not a person is eligible for unemployment benefits is determined by the weekly benefit amount for which you qualify (maximum in Alabama is \$265 a week) and your gross weekly earnings. Gross weekly earnings will be subtracted from your weekly benefit amount and if the earnings are LESS than the weekly benefit amount, you will be paid the difference. If your gross weekly earnings are greater than the weekly benefit amount for which you qualify, you will not be eligible for unemployment compensation.

Q. How soon after I am unemployed can I file for benefits?

You should file immediately. Your claim will be effective the Sunday proceeding the day that you file for benefits either online [click here](#) or by calling 1-866-234-5382. Your claim is in effect for 365 days from that Sunday.

Q. How much can I receive each week?

Benefits per week range from a minimum of \$45 to a maximum of \$265 (effective July 1, 2008) calculated using your base period earnings. On the day after you file your claim, a form is mailed to you (monetary determination) that states all of your base period wages by employer and the total and weekly amount to which you may be entitled.

Q. Can I receive benefits during all of my benefit year?

Generally, you have up to 26 weeks of eligibility depending on how much you have earned in your base period. If you return to work or if you have deductible income for any week, you may draw more or less than 26 weeks. The total amount that you can draw for the year is the maximum benefit amount shown on your monetary determination.

Q. What if I have work in another state?

When you contact the call center, a representative can file your claim against another state (unless that state operates their own call center) or determine if you need to combine all of your wages from several states to file a claim. You will need to be prepared to discuss the last 18 months work history for this information to be correct. The call center representative is trained to help you decide what type of claim will benefit you the most. In some cases, you will be given an option on which claim/s you decide to file.

Q. What if I am monetarily ineligible?

No benefit year is established on ineligible claims. This allows you to file again when your base period changes. Be sure to ask for a specific date as to when the quarters will change so that you can file again as soon as possible if you are still unemployed.

Q. What if some of my base period wages are missing or seem incorrect?

If your monetary determination has missing or incorrect wages, telephone 1-800-361-4524 immediately. A request for a re-determination may be needed, in order for us to locate missing or incorrect wages.

Q. When do I report earnings?

When you file your weekly certification for benefits, you should report any wages you earn for any work performed during the week you are claiming. Remember---you report your gross earnings during the week in which they are earned, not when they are paid. This is a mistake that could result in an overpayment of benefits.

Q. How do I file my weekly certification?

There are two methods to file your weekly certification. You can file online, [click here](#), or you can call the weekly certification number provided to you during your Initial Claims filing process. In either case be sure to follow all instructions completely.

Q. Why can't I receive benefits if I am in the hospital or can't work for any reason for a week or longer?

You must be available to accept full time work and be able to perform work in which you have prior training or experience in order to be eligible for any week of benefits.

Q. When is my payment going to come?

Weekly and very quickly, if you have followed all of the procedures provided to you, there are no issues to be resolved, and your claim has been cleared for payment. Occasionally, delays may occur but normally if you certify before 5:00 pm your payment is made on the next business day after you call in your weekly certification. If your payment seems unusually delayed, contact your Call Center Inquiry line. Remember to allow 48 hours for the payment to be processed by the bank handling your account or Debit Card.

Payments will be made through either direct deposit or the AL Vantage Debit Card based on the option you selected. To access your account information, [Click here](#).

Q. What Alabama banks accept the AL Vantage Card?

You may withdraw your payment from the AL Vantage debit card from any bank teller for no charge. You also will have one (1) free ATM withdrawal at any MoneyPass ATM per deposit made. [Click here](#) for the ATM locator website.

Q. How can I avoid problems with my claim or weekly benefits?

Read and listen to all of the information that is provided to you. There is a lot of information provided to you when you file your claim. If you do not understand something or you feel

something is wrong, ask your customer service representative when you make your claim or call the inquiry line. We are always happy to assist you.

Q: Is weekend drill pay from the National Guard or US Forces Reservists reportable income on my weekly certification?

No, drill pay received from participation in National Guard or US Forces Reservists for weekend drills is not reportable income under Unemployment Compensation Law, that provides for exclusion of this type of pay from being considered deductible income. Any pay for work other than weekend drill is considered deductible income.

Q. May an ex-service person file an interstate claim, using military wages , to qualify for UC from a state, which pays a higher benefit level?

No. Federal military wages are only assignable to the state where an ex-service person is physically located when the first claim for UC is filed following release from active duty.

Q. May a military retiree, who also has qualifying civilian wages, elect not to use their military wages in the monetary determination to avoid having his military pension deducted from UC benefits?

No. All wages assignable to the state must be used in the monetary determination.

Q. How do I establish eligibility benefits under the Trade Adjustment Assistance (TAA) Extension Act of 2011?

Effective October 21, 2011, President Obama signed the Trade Adjustment Assistance (TAA) Extension Act of 2011. Petitions received by the Department of Labor will be investigated under the requirements of the Trade Adjustment Assistance (TAA) Extension Act of 2011.

A petition must be simultaneously filed with the Office of Trade Adjustment Assistance and the Alabama Department of Labor to establish group eligibility for benefits. Workers or their authorized representatives may file the petitions. The required forms can be obtained from your Career Center. You can also download a printable form from the Internet, in [English](#) or [Spanish](#) by clicking the word English or Spanish in this sentence.

Q. What are Trade Readjustment Allowance (TRA) Benefits?

TRA benefits are a weekly allowance which may be paid to eligible workers following the exhaustion of their regular Unemployment Compensation benefits. This is usually the same amount as the UC payment in effect or established by the first separation from employment.

Q. Who is eligible for TRA benefits?

To be eligible for TRA benefits, you must be:

- Totally laid off within the benefit period.
- Entitled to and exhausted all UC payments.
- Employed by the affected employer for at least 26 weeks at wages of \$30 per week or more in the 52-week period ending with the week of separation.

- Be in approved training (or have that requirement waived).

Important Deadlines:

- Within 26 weeks of certification or 26 weeks of the most recent qualifying separation, whichever is later, workers must be enrolled in approved training, or have a valid waiver, to receive TRA.

Q. If I have questions about TRA whom should I contact?

If you have questions with your claim or have a question regarding Trade Readjustment Allowances, contact the [Call Center inquiry line](#).

Q. What is Alternative Trade Adjustment Assistance (ATAA)?

Effective February 15, 2011, TAA reverts from the expanded program under the 2009 Amendments to the program in effect before, i.e., TAA is now operating under the 2002 Amendments. The Trade Act of 2002 established ATAA as a reemployment assistance program for older workers certified eligible to apply for Trade Adjustment Assistance. To obtain TAA or ATAA services and benefits, a group of workers must first file a petition with the U.S. Department of Labor's Office of Trade Adjustment Assistance (OTAA) requesting certification as workers adversely affected by foreign trade. If certified, each worker in the group may then apply separately for individual services and benefits by completing and submitting the ATAA application (ATAA-1) which will be mailed to workers near age 50. Workers age 50 and older who are certified as eligible to apply for both TAA and ATAA may choose whether to participate in the TAA program or the ATAA program, but may not participate in both. The petition forms [ETA9042 in English](#) or [ETA9042\(a\) in Spanish](#), for requesting TAA and ATAA can be downloaded by clicking their respective links. The program is designed to allow TAA eligible workers who find reemployment to receive a wage subsidy to help bridge the salary gap between their old and new employment.

Under the ATAA program, workers in an eligible worker group who are at least 50 years of age; earn not more than \$50,000 each year in wages from reemployment; are employed on a full-time basis and are not enrolled in approved training. The wage subsidy may be paid up to a maximum of \$10,000 during a two-year eligibility period. Workers are also eligible for the Health Coverage Tax Credit (HCTC).

Q. What is the Waiting Week and will I receive payment for it?

The Waiting Week was implemented by legislation effective July 2008, as an unpaid period for all Unemployment Compensation recipients. In the 2012 Alabama legislative session, the waiting week was moved from the 14th payable week to the 1st payable week for all new claims effective on or after August 1, 2012. Even though benefits cannot be paid for the waiting week, for it to count as a waiting week, it must meet the requirements to be payable and a weekly certification must be filed for that period. No funds are deducted from a claim for the waiting week



Alabama Career Center System Employment Services

- Job Registration / Job Placement
- Job Search Workshops
- On-Line Job Search
- Veteran's Services
- Labor Market Information

Web site address: **joblink.alabama.gov**

This site allows job seekers to register for work with the Alabama State Employment Service, to create resumes, to search job listings, and to apply for Jobs: 24 hours a day/7 days a week, without the need to visit an Alabama Career Center.

BEST WISHES WITH YOUR JOB SEARCH

The screenshot shows the Alabama Joblink website interface. At the top, there is a browser address bar with the URL <https://joblink.alabama.gov/ada/r/>. Below the browser, the website header includes the Alabama Joblink logo, a search bar, and navigation links for 'CONTACT US' and 'LOG IN / REGISTER'. A main navigation bar contains several tabs: 'JOB SEEKERS' (highlighted with a red box), 'EMPLOYERS', 'TRAINING/EDUCATION', 'RESOURCES', and 'PROGRAMS'. Below the navigation bar are social media icons for Facebook, Twitter, Google+, and LinkedIn. The main content area features a large banner with the text 'WHAT CAN WE DO FOR YOU?' in large yellow letters. To the right of the text is a circular image of a person in a purple shirt and black tie holding a sign that says 'JOB WANTED!'. Below the banner is an orange warning box with the text: '! WARNING ! Not every so-called "employer" that may contact you is legitimate. No real employer will ask you to send money anywhere using pre-paid cards. Please review the information we provide on [Protect Yourself](#).' Below the warning box are three columns of content: 'LOOKING FOR A JOB?' with a binoculars icon and a 'Learn More' button; 'READY TO HIRE SOMEONE?' with a thumbs-up icon and a 'Learn More' button; and 'THINKING ABOUT A CAREER?' with a book icon and a 'Find Training/Education' button.

Click here to create your joblink account

Then click here to create a profile

Alabama Joblink

Search [Jobs]

CONTACT US | LOG IN / REGISTER

JOB SEEKERS EMPLOYERS TRAINING EDUCATION RESOURCES PROGRAMS

QUICK JOB SEARCH

Keywords

Location

Search radius around above location
Please Select

Please log in or register to perform an advanced search

CREATE A PROFILE

With a Job Seeker account you can:

- Perform advanced job searches
- Create and post resumes
- Save your job searches
- Receive job alerts by email or text
- Many more benefits - all free

Already have an account? Log in:

[Forgot Username or Password](#)

EOE | Veterans' Priority | Privacy | Browser Help | Protect Yourself | About Us | FAQ | Build: r25385, Trunk

Select Language

Alabama JobLink Self-Registration Information

<https://joblink.alabama.gov>

JobLink is designed for use from any computer with internet access 24 hours a day. **PLEASE KEEP A RECORD of YOUR USERNAME AND PASSWORD** to use each time you log in. THE USERNAME **AND/OR** PASSWORD can be changed under **MY PROFILE/MY ACCOUNT**. The information you enter will be used to create a Resume in JobLink that can be viewable by **Employers**. Use correct **punctuation and capitalization and SPELL CHECK** where available and **view your resume when complete**. **EMAIL:** An email address is needed to take full advantage of JobLink and to receive job information when you click: **Request Referral** from a job order. To create your own, visit mail.yahoo.com or mail.gmail.com because they are most compatible to our computers. **To Create an Account in Joblink**. Select: **LOGIN/REGISTER** at the top right of the page and click job seeker then Click: **CREATE AN ACCOUNT**. Follow instructions to register an account until receive the message: **Your Basic Job Seeker Account Registration is Complete. You have only created an account. The following steps are Required to be registered with Job Service and to receive any Career Center services or job referrals.**

□ Click: **Personal Information**. Click: **Edit Personal Information**. Verify the information listed and click **Edit Personal Information** to make any changes. **Click next step at the end of each section** after answering all required questions. You will be prompted to **edit work wanted**. **Enter** the job title of the occupation you are seeking and Click: **Update Work Wanted**. **Select a job title** and Click: **Finished at the bottom of the page after you have viewed all sections to receive Your Job Seeker PLUS Account Registration is Complete. Repeat every 90 days.**

□ Click: **MY RESUMES**. The information entered will be shown on your Resume.

There are ten steps to complete in order to create your resume. You have to click on each section labeled by step number from the side individually to update your resume. To add information in the different section click **ADD**. Once all information is complete Click: **I Have No More to Add** to save the information. Once each section is complete. Click: **Step 11: Review/Edit Selections** You will have to check the box next to all information you wish to have placed on your resume and click save and continue. Add/correct missing or incorrect information using correct punctuation/capitalization as needed.

□ **SEARCH JOBS** by Resume title (by clicking view options next to resume on **My Resume** page) or from your side menu on the left side of your screen, select **JOB SEARCH** from the menu contents box. You may search by entering your search criteria in any of the selections available or just enter a location or Zip Code and Select mileage radius to see all jobs. Click: **SEARCH** at bottom of the page. Click the underlined **JOB TITLES** from the result list for referral instructions. **Write down referral information if provided or follow instructions in the HOW TO APPLY FOR THIS POSITION** section of the job order information.

EMAIL ALERTS: To have Joblink automatically send job alerts to your email address see the **Resume Overview** section in Step 1 of your resume and select **Yes** to the question **Do you want job matches for this resume emailed to you?** You are required to have a valid email address listed in your contact information to activate this section. Create more Resume Objectives to receive more types of job alerts.

BE SURE TO LOGOUT OF JOBLINK BEFORE LEAVING THE CAREER CENTER.

Thank you for choosing Alabama JobLink for your employment needs

Frequently Asked Questions

Below are the most commonly asked questions we encounter at Alabama JobLink.

Job Seeker Questions

1. Why do you ask for my social security number?

You are not required to provide your Social Security number. We request it for two purposes. First, to see if you have an account in Alabama JobLink or if you have previously received workforce services in Alabama.

Second, we ask for your Social Security number to support data collection and reporting requirements for federal workforce programs.

If you provide your Social Security number, it will be maintained in a secure and confidential manner and will not be released without your express consent.

If you are registering because you receive unemployment compensation or cash assistance from other federal or state programs, failure to provide your Social Security number could affect your eligibility to receive those benefits or cause you to become ineligible for those benefits.

Another benefit of entering your social security number is that if you forget your JobLink username, you can retrieve it online.

2. How do I search for jobs?

Log in to your account. Click Search Jobs from your home page.

Popular search options:

Use the **Quick Search** to search for jobs by keyword and location.

Use the **Advanced Job Search** to search for jobs by keyword(s), location, and a wide variety of other criteria. You may only search for jobs that contain none of these words in combination with another keyword option, such as jobs that contain all these words.

Also, you can quickly view a list of all active job orders by clicking the jobs link under Statistics on the bottom left corner of the Alabama JobLink homepage.

3. Can I search for jobs statewide?

Yes. In the Location text box, enter AL or Alabama.

4. How do I register/create a plus account?

From the homepage click Find a Job, then click on Create an Account.

5. What's the difference between a basic and PLUS account?

A basic account allows you to perform a basic job search and apply for jobs posted by employers. A PLUS account (registration) allows you to apply for jobs posted by employers and by Career Center staff. Additionally, you will have access to services that let our staff match you with your ideal job, advanced job notification for veterans, and additional resources including skills certification and training programs.

6. Why do I have to answer so many questions when I register?

We need to collect this information to match jobs and available programs best suited to your current situation, and to comply with Federal reporting requirements.

7. How do I create a resume?

Login to your AJL account, click My Resumes. You can build your resume online, upload your existing Microsoft Word resume or copy and paste text from your current resume.

8. Do employers search resumes on your system?

Yes. Employers will select search criteria based on keyword, skills, experience, and education.

9. Will employers see my resume?

Employers will only see your resume if you allow them access. To view or change your resume status, go to your "My Resumes" page and click Status link next to your resume title. Select one of the following:

Public - Potential employers will see all resume information, including all contact information.

Public (Limited) - Potential employers will see all resume content except phone/fax and address (shows only your name and email contact info).

Private - Potential employers will not see resume.

10. Can I get email notifications of jobs?

Yes. You must have a valid email address on your contact information and an active resume. Log in to your account. Click Email Alerts, click E-Mail job matches, click SAVE.

11. I forgot my Username, what do I do?

From the home page, click Forgot your username? and follow the instructions.

12. I forgot my password, what do I do?

From the home page, click Forgot your password? and follow the instructions.

13. Does it cost anything to use the site?

No, this site is a part of the Alabama Career Center System. All costs are paid by federal funds.

14. How do I file for unemployment?

You can file by phone Monday - Friday 7AM-4:30 PM at 1-866-234-5382 or online Sunday - Friday at <https://labor.alabama.gov/uc/ICCS/>

15. Can I change my username?

Yes. From the home page, click Manage Your Account, then click Edit User ID and follow the instructions.

Protect Yourself

Please read our [Privacy Policy](#) to see how Alabama JobLink protects your privacy. For more information on how you can help to protect yourself, please read the information below.

Protect Yourself on the Internet

Internet email is NOT a secure method of communication. Any information you send in an unencrypted Internet email message can be intercepted and read by someone other than the intended recipient. Never send bank account information, credit card numbers, your full social security number, or any other sensitive information by Internet email unless it is encrypted.

Protect Yourself from Bogus Employment Offers

- a. Be wary of any employer offering employment without an interview, either in person or by phone.

- b. Be wary of employers who can be contacted only by email, and don't or won't provide a mailing address and telephone number.

- c. Be wary of any employer who charges a fee to either employ you, or find employment for you. Charging a fee is prohibited under the Alabama JobLink Employer Use Policy. If an employer attempts to charge a fee for a job that was listed on Alabama JobLink, please email the details to Alabama JobLink at services-email@joblink.alabama.gov.

- d. Do not provide your social security number or any other sensitive information to an employer unless the employer has made a commitment to hire you, and doing so is part of the actual hiring orientation.

- e. Research the employer to ensure authenticity by contacting the Better Business Bureau to determine the legitimacy.

- f. Avoid vague job offers. If the employer is not willing to specifically describe the position, during the interview, be very careful. Be sure to get specific salary, benefits, and other pertinent information if you are offered a job.

- g. Be cautious of exaggerated claims of potential earnings.

- h. Be wary when replying to unsolicited emails for any employment, especially work-at-home employment.
- i. Create a unique, temporary, [free email address](#), such as yourfullname.joblink@gmail.com, for each website where you post a resume. You can have emails from the new account forwarded to your real personal email address. If you start getting bogus job offers, you can determine from which site these bogus job offers originate and report them to the web site operator.
- j. Be cautious of employers who conduct their interviews in a home setting or in motel rooms unless you are confident that the employer is legitimate.
- k. Be cautious when dealing with individuals outside of your own country.

Common Employment Scams

- a. **Envelope Stuffing** - These scams usually ask for a registration fee that must be paid before work begins. Once the registration fee has been paid, you are told to place an advertisement in a local newspaper, using your contact information. The advertisement is usually the same advertisement to which you replied. Once you receive a response to the advertisement, you are told to fill an envelope with instructions on how to start and mail it to the new applicant. The scammer says your fees will be based upon how many responses you get for the advertisement you placed.
- b. **Lists of Work-At-Home Jobs** - These are offers to purchase lists of companies that are hiring for work-at-home positions. Be very careful before purchasing these lists because they are often inaccurate.
- c. **Medical Billing** - Advertisements for these jobs always ask for an initial financial investment. The advertisement will wrongly say that a small percentage of medical claims are transmitted electronically and that the market for medical billing is wide open. The reality is that the market is well established. Be very wary of these advertisements.
- d. **Check Cashing Scams** begin with an email offering a job as a secret shopper, or as someone who transfers funds internationally. The scammer tries to reassure the victim of the legitimacy of the position by offering documents which have no value, such as forged or false documents bearing company letterhead, fake contracts, fake letters of credit, payment schedules and bank drafts.

After receiving a response from the victim, checks, money orders or wire deposits will be sent to the victim for "processing" or for use as a deposit while "secret shopping" a local bank. The victim will be asked to cash the check or money order and send a percentage of the funds back to the scammers. Once the funds are sent back to the scammers (usually the victim is told to keep a percentage for themselves, as payment for their services) the victim's bank or financial institution learns that the check/money order/wire transfer was fraudulent. The funds are then subtracted from the victim's account and they are made liable for the lost money.

- e. **Reshipping Scams** target work-at-home moms or other people trying to supplement their income. These scams begin with an employment offer, usually via email, to the victim. As with check cashing scams, they offer legitimate-looking contracts and other documentation to make them appear legitimate. Packages are then shipped to the victim's residence, with instructions to repackage the goods, and reship the packages to another address. Once the package has been reshipped, the victim is "guilty" of receiving and shipping stolen property. The police then get involved, as the return address is that of the victim.

- f. **Multi-Level Marketing (MLM)** - Also known as Pyramid Schemes, these involve recruiting new members to earn money. Although there are legitimate MLM businesses, these are based on selling products or a service. When the money earned is based primarily on finding new recruits, it is usually an illegal pyramid scheme.

More Information on Internet Fraud and Scams

While the information above is to inform you of some of the most common schemes, others may exist. See the links below for more information on Internet frauds and scams:

- [Federal Trade Commission](#)
- [Identity Theft Resource Center](#)
- [Internet Fraud Complaint Center](#)
- [Looks Too Good To Be True](#)



Alabama Career Center System Re Employment Services

- Free Telephones
- Resource Room
- Employment Data
- Self-directed Job Search
- Resume Assistance
- Free Computer/Internet
- Individual Work Plan
- Career Counseling
- Referrals to Partner Services
- Skills Assessment

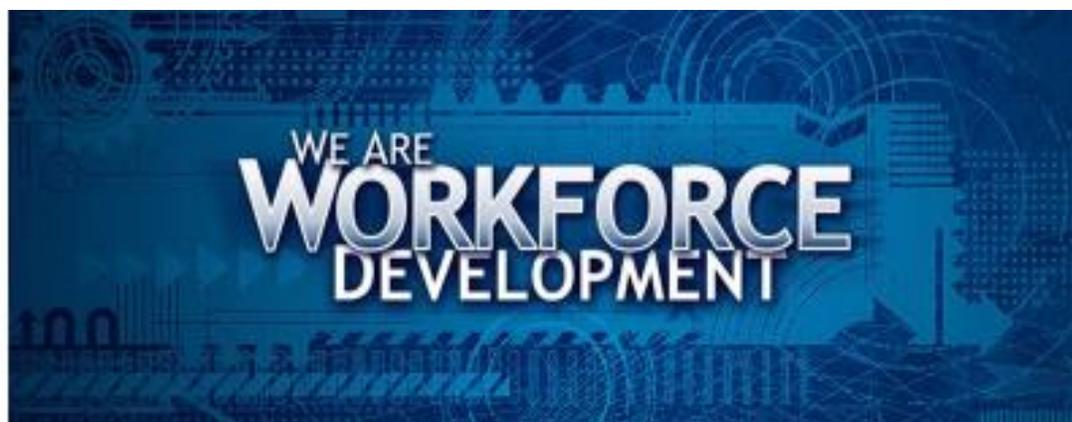


Alabama Career Center: Training Services *Workforce Innovation and Opportunity Act-* *WIOA*

- Classroom Training – Occupational Skills Training Individual Training Account
- **Eligible Training Provider List:** www.etpl.alabama.gov
(To view approved courses)
- On the Job Training (OJT) in a **new** job
- Relocation Assistance: **Must be with new employer,**
- GED / Remediation



(All of the above MUST be pre-approved)



www.aidt.edu

AIRBUS
Assembly line **MOBILE**



is now seeking Liaison Systems Engineers:



MISSION OF AIDT

The Mission of AIDT is to provide quality workforce development for Alabama's new and expanding businesses, and to expand the opportunities of its citizens through the jobs these businesses create.

AIDT, an independent agency under the supervision and oversight of the Secretary of Commerce, encourages economic development through job-specific training. Training services are offered in many areas, at no cost, to new and expanding businesses throughout the State.

AIDT Quality Policy states *"AIDT is committed to meeting customer requirements and increasing customer satisfaction through continuous improvement of all our services, with emphasis on our pre-employment and on-the-job training and our quality management system."*

AIDT's Total Workforce Delivery System has provided thousands of skilled, motivated employees to Alabama industries since 1971. A quality workforce for Alabama industries requires a quick and complete response. AIDT provides on-the-spot training even before you have a place to provide on-the-job training

WWW.AIDT.EDU/

FAQS

- 1. How do I apply for a training position at a company that AIDT is working with?** To apply for a training position with a company AIDT is working with, simply go to the AIDT jobs link at <http://www.aidt.edu/jobs/> then scroll down to the particular job you're looking for, and click on the company name. You should be directed to a page and find all of the information you're looking for.
- 2. How do I go about applying for a job at AIDT?** AIDT jobs will be listed on the Job and Training page at <http://www.aidt.edu/jobs/>
- 3. Can I apply for training online?** Yes. All training applications for AIDT-taught pre-employment training can be found at <http://www.aidt.edu/jobs>.
- 4. How do I check the status of my training application?** To review your application status, [Click Here](#) and follow the instructions on that page.
- 5. Can I make changes to my application once it's been submitted?** When checking the status of your application, if your status reads, "**Not yet reviewed**," then **YES**, you may make changes to your application. If the status of your application reads "**under review**," then, **NO**, during this time you cannot make any changes to your application.
- 6. How important is filling out the application correctly?** The application is the first tool an employer uses to screen potential candidates. PLEASE take your time and complete the application correctly. Incomplete applications will be discarded.
- 7. What is the process once my application has been submitted?** Your application will go through a review process. If your application is accepted, you will be notified by mail, phone or e-mail to schedule an interview.
- 8. Can I submit more than one application?** Only one application is needed per company. You can apply to multiple companies, although a new application must be filled out for each company.
- 9. If I previously submitted an application for a specific company, do I need to reapply?** You should only re-apply if the company opts for a new round of recruiting and SPECIFICALLY states that previous applicants should re-apply
- 10. What happens after I complete my interview?** If your interview is successful, you will be notified by mail, phone or e-mail about the AIDT training program and when the program begins. **Not all training begins immediately after an interview. You may not be called for training for several months following your interview.**
- 11. Does completion of AIDT training guarantee a job with the company?** No.

12. I'm currently employed and work during the day. Is there a way for me to go through AIDT training without missing work? AIDT Training programs are typically conducted at night. You are encouraged to keep your present job during the day.

13. In the past, I completed a similar pre-employment training program with AIDT, except it was for a different company. Do I need to go through this training again? Yes, training programs for each company have different requirements and standards. Because of this, training must be completed for each company.

14. Do I get paid while I go through AIDT training? No. AIDT does not pay trainees while they go through training.

15. Is there a fee for going through AIDT pre-employment training? No. AIDT does not charge trainees or companies a fee for any of the AIDT pre-employment training programs, assessments, or services.

16. Should I quit my job so I can go through AIDT pre-employment training? NO. AIDT training is not a guarantee of a new job. You are encouraged to keep your present job.

17. I may have to miss a couple of AIDT pre-employment training classes because of a prior commitment. Is that okay? For a trainee to be considered for employment, most training programs require a 100% class attendance policy.

Example of Job Opportunities with AIDT



Current Recruiting			Applications Accepted		Notes
Company	City	Job Title(s)	From	To	
AIDT	Auburn, AL	Computer Numerical Control (CNC) Instructor (Likely for Day Classes)	12/07/15	04/30/16	Position not involving AIDT Pre-Employment training
AIDT	Montgomery, AL	AIDT Part-Time Instructor(s)	08/20/13	09/30/16	
Airbus Americas, Inc.	Mobile, AL	Tool Shop Attendant	01/21/16	02/16/16	
Airbus Americas, Inc.	Mobile, AL	Quality Inspector-Structure	01/20/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Quality Inspector-Flightline	01/20/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Corrosion Protector	01/20/16	02/16/16	
Airbus Americas, Inc.	Mobile, AL	Final Assembly Line Customer Manager	01/15/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Facilities Specialist	01/15/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Customs Specialist	01/08/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Aircraft Conformity Manager (X-Plant)	01/06/16	02/16/16	Position not involving AIDT Pre-Employment Training. Ad may end before scheduled end date, based on level of response.
Airbus Americas, Inc.	Mobile, AL	Aircraft Mechanics Structure Installation - Aircraft Cabin Interior Installation - Aircraft	12/16/15	02/16/16	



Alabama's Ready-to-Work program provides a career pathway for individuals with limited education and employment experience at 74 sites by 22 institutions. Ready to Work's workplace environment provides trainees the entry-level skills required for employment with most businesses and industries in Alabama.

The Ready-to-Work program is operated by the Alabama Community College System and AIDT.

www.aidt.edu/ready-to-work

Essential Requirements for Successful Completion Include:

- A 95% attendance and punctuality rate.
- Satisfactory achievement of work ethic, organizational skills, attitude and motivation.
- Satisfactory achievement of problem solving skills, workplace behaviors, financial education, customer service, computer skills, job acquisition skills and operation skills.
- WorkKeys Assessments: Applied Mathematics, Reading for Information, and Locating Institutions.
- Alabama Certified Worker Examination.



Successful completers earn an **“Alabama Certified Worker” (ACW)** certificate and a **“National Career Readiness Certificate” (NCRC)**.

For more information, please contact:

Contact	Institutions	Email	Phone
Yvette Pearce	Alabama Institute for Deaf and Blind (AIDB)	pearce.yvette@aidb.state.al.us	256-761-3695
Richard Bryant	Alabama Southern Community College	rbryant@ascc.edu	334-421-0780
Danielle Miles	Bevill State Community College	dmiles@bscc.edu	205-932-3221 ext. 5169
Sheria Mitchell	Bishop State Community College	smitchell@bishop.edu	251-405-7085
Chris Miller	Calhoun Community College	cmr@calhoun.edu	256-306-2830
Phyllis Kelley	Central Alabama Community College	pkelley7@cacc.edu	256-378-2017
Laodecea Seay	Chattahoochee Valley Community College	laodecea.seay@cv.edu	334-214-4807
Karol Waddell	Drake State Technical and Community College	karol.waddell@drakestate.edu	256-551-9503
Kenneth Adams	Faulkner State Community College	kenneth.adams@faulknerstate.edu	251-580-2116
Suzanne Zahorscak	Gadsden State Community College	szahorscak@gadsdenstate.edu	256-549-8640
Thomas Smith	Jefferson State Community College	thomas.smith@mpowerministries.org	205-595-5959 ext. 208
Dorothy Henry	Lawson State Community College	dhenry@lawsonstate.edu	205-929-3484
Melissa Reeves	Lurleen B. Wallace Community College	mreeves@lbwcc.edu	334-335-2187 ext. 7095
Tara Branscome	Northwest Shoals Community College	tbranscome@nwsc.edu	256-331-5248
Lynda Davis	Reid State Technical College	ldavis@rstc.edu	251-578-1313 ext. 114
Nicole Dubose	Shelton State Community College	ndubose@sheltonstate.edu	205-391-5860
Cherri Barnard	Snead State Community College	cbarnard@snead.edu	256-840-4152
Sarah N. Cox	Southern Union State Community College	scox@suscc.edu	334-745-6437 ext. 5316
Keith Stewart	Trenholm State Community College	kstewart@trenholmstate.edu	334-420-4391
Vincent P. Vincent	Wallace Community College Dothan	vvincent@wallace.edu	334-556-2390
Jamie Blackmon	Wallace State Community College	jamie.blackmon@wallacestate.edu	256-352-8461
Shandra J. Smith	Wallace Community College Selma	shandra.smith@wccs.edu	334-876-9393



WWW.GOBUILDALABAMA.COM

BENEFITS OF MEMBERSHIP

GET ACCESS TO INFORMATION ABOUT HUNDREDS OF SKILLED TRADES

COME TOGETHER WITH OTHER FUTURE SKILLED WORKERS TO BECOME A PART OF SOMETHING

SIGN UP FOR REMINDERS ABOUT TRAINING AND SCHOLARSHIP OPPORTUNITIES

PUT YOUR CONTACT INFORMATION IN THE HANDS OF NUMEROUS INDUSTRY PARTNERS



For more Information call: (334) 832-7300

Or go to: www.gobuildalabama.com

Fact Sheet



U.S. Department of Labor
Employee Benefits Security Administration
January 2013

JOB LOSS

Important Information Workers Need to Know to Protect their Health Coverage and Retirement Benefits

The Department of Labor's Employee Benefits Security Administration (EBSA) administers the Employee Retirement Income Security Act of 1974 (ERISA), which governs retirement plans (including profit sharing and 401(k) plans) and welfare plans (including health, disability, and life insurance plans). ERISA also includes the health coverage continuation and portability provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Health Insurance Portability and Accountability Act (HIPAA). This fact sheet focuses on job loss and its effect on workers' health benefits and retirement benefits.

When facing job loss or a reduction in hours, workers need to know their options ahead of time to prevent loss of health coverage. There may be several options available to individuals who are losing their health coverage when they lose their jobs:

Special Enrollment in Another Group Plan. If other group health coverage is available (for example through a spouse's employer provided plan), special enrollment in that plan should be considered. It allows the individual and his/her family an opportunity to enroll in a plan for which they are otherwise eligible, regardless of enrollment periods. However, to qualify, enrollment must be requested within 30 days of losing eligibility for other coverage. After special enrollment is requested, coverage is required to be made effective no later than the first day of the first month following your request for enrollment. This type of coverage is usually the most cost-effective of all the options.

COBRA Continuation Coverage. If the individual's employer continues to operate and offer a group health plan, COBRA continuation coverage may be available. COBRA, which generally applies to employers with 20 or more employees, allows the individual and his/her family to continue the same group health coverage at group rates. An individual's cost for coverage may be higher than what the individual was paying before (and is usually higher than the cost for coverage under special enrollment in a spouse's plan), but generally the cost is lower than that for private, individual health insurance coverage. The plan should send a notice regarding the availability of COBRA coverage. After this notice is provided, the individual generally has 60 days to elect coverage and it is then available retroactive to the loss of coverage. *(Note: Once an individual has elected COBRA, he/she won't be eligible for special enrollment in another group health plan, such as a spouse's plan, until all COBRA coverage available is exhausted. Therefore, it is important to consider special enrollment in another plan promptly.)* COBRA coverage typically lasts 18 months, but may last longer in certain circumstances.

Health Coverage Through a Government Program. Health coverage may be available to certain qualified individuals through the State or Federal Governments. Information on government programs such as Medicaid (for low-income individuals and individuals with special needs), State Children's Health Insurance Program (for children of qualified families), or Medicare (for people aged 65 and over, and for certain people who are disabled or have end-stage renal disease), is available through your State insurance

department, by visiting www.insurekidsnow.gov on the Web, or by calling the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services at **1-800-MEDICARE**.

You may also want to contact your State insurance commissioner's office to find out about your State's high risk pool for people who cannot otherwise get health benefits. Or visit <http://www.healthcare.gov/law/features/choices/pre-existing-condition-insurance-plan/index.html> for information on the Federal program -- the Pre-Existing Condition Insurance Plan.

Private, Individual Health Insurance. The last option for an individual to consider is private individual health insurance coverage. Individuals may qualify for guaranteed access to such coverage, without any pre-existing condition exclusions, if:

- They had health coverage for at least 18 months without a significant break in coverage (generally a break in coverage of 63 days or more) and the most recent period of coverage was under a group health plan;
- Group coverage was not terminated because of fraud or failure to pay premiums;
- They either were not eligible for COBRA continuation coverage (or similar State program), or if eligible for COBRA coverage (or similar State program), they both elected and exhausted COBRA coverage; and
- They are not eligible for other health coverage.

Even if they do not meet these criteria, they may still be able to obtain coverage. The cost of individual coverage is often higher than similar coverage under a group health plan obtained through special enrollment in another group plan or COBRA. More information on individual health coverage is available from your State insurance commissioner or the Department of Health and Human Services, Centers for Medicare and Medicaid Services at **410-786-1565** or www.cms.gov.

When considering health coverage options, individuals should examine the scope of the coverage (including benefit coverage and limitations, visit limits, and dollar limits), premiums, cost sharing (including co-payments and deductibles), and waiting periods for coverage. For information on the coverage through a particular group health plan, the worker should call the plan administrator and request a copy of the plan's summary plan description.

Note: The Affordable Care Act (ACA) adds important protections related to employment based group health plans that will improve health coverage for you and your family. Many of these protections are available now including extending dependent coverage until age 26, prohibiting pre-existing condition exclusions for children under 19, and banning lifetime limits on coverage for essential health benefits. Additional protections will be available in 2014. This publication does not reflect the provisions of the Affordable Care Act. For more information, visit the Employee Benefits Security Administration's ACA Web page at www.dol.gov/ebsa/healthreform.

Retirement Benefits. ERISA provides rules for those responsible for the management and oversight of your retirement plan. It also provides you with rights and responsibilities, including specific rights to plan information. If you lose your job, make sure you have a copy of your plan's current summary plan description (SPD) and your individual benefit statement. If not, request a copy. The SPD tells you if and when you can collect your benefits or how to roll over your 401(k) account to a new employer's plan or to an IRA (if your old plan permits you to do so). The individual benefit statement lets you monitor your account balance and is an important statement to keep on file. If your retirement savings remain in your former employer's plan, keep current on any changes the company makes, including changes of address, employer name, or mergers and give the plan any changes to your contact information. If your benefits are in a traditional pension plan and your plan ends without enough money to pay the promised benefits, the

Pension Benefit Guaranty Corporation will assume responsibility as trustee of the plan and pay benefits up to a maximum guaranteed amount set by law.

The free publications listed below provide more information:

- *Retirement and Health Care Coverage... Questions and Answers for Dislocated Workers*
- *Your Health Plan and HIPAA... Making the Law Work for You*
- *An Employee's Guide to Health Benefits under COBRA*
- *What You Should Know About Your Retirement Plan*

They are available on EBSA's Web site or by calling toll-free **1-866-444-3272** to request copies. If you have questions about these options, you can contact one of our Benefits Advisors electronically at **www.askebsa.dol.gov** or by calling **1-866-444-3272**.

For more information on the Pension Benefit Guaranty Corporation, visit **www.pbgc.gov** or call **1-800-400-7242**.

**Monthly Gross Income Guidelines
for SOBRA Medicaid and ALL Kids**
Valid Beginning February 1, 2015



If your child is under age 19 and uninsured, APPLY TODAY.

Eligibility is determined by family size and income.

To determine the program for which your child MAY qualify:

- Find your family size (include legal parent(s), children (natural and adopted) and unborn children).
- Find your income. Include all household members' income.
- Look at the top of the column for the program name.

Family Size	Children under 19 Years			
	Monthly		Annual	
	Medicaid	ALL Kids	Medicaid	ALL Kids
1	0-\$1,433	\$1,434-\$3,110	0-\$17,185	\$17,186-\$37,311
2	0-\$1,939	\$1,940-\$4,209	0-\$23,258	\$23,259-\$50,499
3	0-\$2,445	\$2,446-\$5,308	0-\$29,332	\$29,333-\$63,686
4	0-\$2,951	\$2,952-\$6,407	0-\$35,405	\$35,406-\$76,873
5	0-\$3,457	\$3,458-\$7,505	0-\$41,479	\$41,480-\$90,060

THESE ARE THE GUIDELINES

Deductions may be taken off your gross (before taxes) monthly income for:

- Alimony paid
- Student loan interest

NOTE: If self-employed, send in your entire current personal tax return, signed, including both pages of the schedule "C" or "F".

APPLY Online: **adph.org**

For more information or to have an application mailed to you,
call toll-free: 1-888-373-5437 (se habla español)

ALL KIDS IS ADMINISTERED BY THE ALABAMA DEPARTMENT OF PUBLIC HEALTH

Prescription Drug Assistance

(Prescription Drug Assistance and Medical Insurance Assistance Information)

Disclaimer-The following information is provided for your convenience by the ADECA-WDD Rapid Response Team. It is not intended to be an endorsement of any organization over another, nor is it intended to be an exhaustive list of organizations that provide services. Questions or comments concerning this listing may be directed to the ADECA-WDD Rapid Response Team at 1-800-562-4916.

Prescription Drug Assistance-Applicant Might Have to Meet Qualifying Income Amounts

<https://www.pparx.org/>

(888) 477-2669

The Partnership for Prescription Assistance (PPA) helps qualifying patients without prescription drug coverage get the medicines they need through the program that is right for them. Many will get their medications free or nearly free. PPA will help you find the program that's right for you free of charge. Remember, you will never be asked for money by a PPA Call Center representative or on the web site.

www.rxreliefcard.com

The RXRelief card is a pharmacy discount that provides discounted pricing on nearly every FDA-approved medication, at over 50,000 pharmacies around the country. The RXRelief card lets YOU benefit from bulk buying. The RXRelief card gives you the ability to buy your individual prescriptions at bulk prices, letting you save up to 75% off of your medication. The discount varies by drug and pharmacy, but the average is around 50%. Ask your personal physician or apply on line at this website.

www.rxassist.org

Patient assistance programs are run by pharmaceutical companies to provide free medications to people who cannot afford to buy their medicines. RXAssist offers a comprehensive database of these patient assistance programs, as well as practical tools, news, and articles so that health care professionals can find the information they need all in one place.

www.rxhope.com

RXHope is exactly what its name implies...a helping hand to people in need in obtaining critical medications that they would normally have trouble affording. RXHope acts as your advocate in making the patient assistance program journey easier and faster by supplying vital information and help.

www.cancersupportivecare.com/drug_assistance.html

Most pharmaceutical companies run programs aimed to facilitate the accessibility to needed medications for patients who are in financial difficulties and are not eligible for Medicare, Medicaid, or private insurance. These programs have different requirements and require the physician to register the patient. This site lists approximately 29 companies that might offer prescription drug assistance programs.

www.pfizerhelpfulanswers.com

A family of prescription assistance programs that provides eligible patients with their Pfizer prescriptions for free or at a savings, and in some cases offers reimbursement support services.

Health and Prescription Drug Plans for Military (Retirees)

www.tricare.osd.mil

Health Insurance Assistance

ATTENTION: Under HIPAA policies, if you lose insurance coverage involuntarily (laid off and insurance coverage ends), you might be able to obtain insurance coverage through a spouse's plan if he/she has a plan of family coverage at his/her place of employment. A special enrollment allows you 30 days after your employer based coverage ends to enroll into the spouse's plan. The Employee Benefits Security Adm. (EBSA) (red book or pages 31-33 of this information) can possibly help you with this if you need help.

COBRA

<http://www.dol.gov/ebsa/faqs/faq-consumer-cobra.html>

Congress passed the landmark Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions in 1986. The law amends the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to provide temporary continuation of group health coverage that otherwise might be terminated.

www.healthwellfoundation.org

The Healthwell Foundation states “when health insurance is not enough, HealthWell fills the gap. We assist patients living with chronic and life-altering illnesses in paying their share of prescription drug copayments, deductibles, and health insurance premiums. By reducing this financial stress, the people we serve can focus on what’s more important-their health.

www.healthcare.gov

The Health Insurance Marketplace helps uninsured people find health care coverage.

State of Alabama Department of Insurance

<http://www.healthinsurance.alabama.gov/providers.htm>

The Alabama Department of Insurance distributes a list for informational purposes only. The list does not constitute an endorsement for any company offering any product and is not meant to be all inclusive. There may be additional companies that offer health insurance in Alabama and some of the companies listed may no longer offer coverage in Alabama.

BCBS

www.bcbsal.com
1-888-267-2955

Other Sources

www.ehealthinsurance.com

List of insurance companies offering lower premiums.

www.nahu.org

List of insurance companies offering lower premiums.

www.naic.org

Professional association of insurance agencies – enables you to check on how many customer complaints have been lodged against a company.

Also,

Contact your Insurance Agent and ask about individual health insurance plans.



www.healthcare.gov or call 1-800-318-2596

Individuals & Families

You can get Marketplace coverage if you qualify for a **special enrollment** period or are applying for Medicaid and CHIP.

****If you lose insurance coverage involuntarily (laid off and insurance coverage ends), you might be able to obtain insurance through the Affordable Care Act (ACA) under HIPAA policies' special enrollment in which you would have 30 days after your employer based insurance ends to enroll. Go ahead and call the toll free number to discuss with ACA. Tell them you are getting laid off and your employer based insurance will end.**

An advertisement for the Health Insurance Marketplace. It features a smiling woman with dark hair on the right side. The background is a blurred green. The text is white and green.

The Health Insurance Marketplace is Open!

Find new health care options that meet your needs and fit your budget. Apply for coverage that can begin as soon as January 1.

[APPLY ONLINE](#) [APPLY BY PHONE](#)

[SEE PLANS AND PRICES IN YOUR AREA](#) [SEE PLANS NOW](#)

Get Covered: A One-Page Guide to the Health Insurance Marketplace

Here's a quick look at the most important things to know about the Health Insurance Marketplace.

The Marketplace helps uninsured people find health coverage.

When you fill out the Marketplace application, we'll tell you if you qualify for:

- **Private insurance plans.** We'll tell you whether you qualify for lower costs based on your household size and income. If you don't qualify for lower costs, you can still use the Marketplace to buy insurance. Plans cover essential health benefits, pre-existing conditions, and preventive care.
- **Medicaid and the Children's Health Insurance Program (CHIP).** These programs cover millions of families with limited income, disabilities, and other circumstances. If it looks like you qualify, we'll share information with your state agency and they'll contact you.

No matter what state you live in, you can use the Marketplace. Some states operate their own Marketplace. In other states, the Marketplace is run by the federal government.

If you can afford health insurance but choose not to buy it, you must have a health coverage exemption or pay a fee. If you didn't have coverage in 2015, you'll have to pay a fee on your federal tax return of \$325 per adult and \$162.50 per child under 18, or 2% of your income (whichever is higher). In 2016, the fee is \$695 per person and \$347.50 per child under 18, or 2.5% of your income (whichever is higher). In future years, the fee will be adjusted for inflation.

You're considered covered if you have Medicare Part A or Part C, Medicaid, CHIP, any job-based plan, an individual health plan, COBRA, retiree coverage, TRICARE, VA health coverage, or some other kinds of health coverage.

If you're eligible for job-based insurance, you can consider switching to a Marketplace plan. But you won't qualify for lower costs based on your income unless the job-based insurance is unaffordable or doesn't meet minimum requirements. You also may lose any contribution your employer makes to your premiums.

If you have a qualifying life event (like moving to a new state, getting married, having a child, or losing health coverage), you can get a Special Enrollment Period. This means you can enroll in or change your plan outside Open Enrollment. You can apply for Medicaid and CHIP any time.

Ready to apply and enroll, or have questions?

- Visit HealthCare.gov.
- Call the Marketplace Call Center at 1-800-318-2596, 24 hours a day, 7 days a week. TTY users should call 1-855-889-4325.



Food Assistance Division

The Food Assistance Division administers the Supplemental Nutrition Assistance Program (SNAP) in Alabama. The Food Assistance Program's purpose is to end hunger and improve nutrition by providing monthly benefits to eligible low income households to help them buy the food they need for good health. The eligibility rules and benefit amounts, based on income and household size, are determined by regulations issued by the United States Department of Agriculture (USDA), Food and Nutrition Service. USDA is an equal opportunity provider and employer. Applications for the Food Assistance Program are available in all county DHR offices.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To apply for food assistance benefits online, please visit [MyDHR](#). Before you can complete the application, you must first register for an account. Your completed application will be sent to the DHR office in the county where you live.

Applications may be filed in the county where you live or online.

You may fax, mail, or bring the signed application to your County DHR office for processing. Click [here](#) to find the Food Assistance office nearest you.

Food Assistance Division

Food Assistance Program - (334) 242-1700

Mailing:

Alabama Department of Human Resources
Food Assistance Division
50 North Ripley Street
Montgomery, Alabama 36130



Family Assistance Program

Programs of the Family Assistance Division include benefits and services so as to encourage the care of children in their own homes or in the homes of relatives. Services/benefits to eligible families include:

- temporary cash payments
- work and job training services
- child care assistance for parents engaged in work and training activities

The Family Assistance Program provides temporary cash assistance for basic needs for low income families with children under age 18 or age 19 if s/he is a full time student in a secondary school or in the equivalent level of vocational or technical training. Assistance is issued on Electronic Benefit Transfer (EBT) cards. Recipients are not to use EBT cards in liquor, wine or beer stores, casinos or other gambling establishments, strip clubs, tattoo or body piercing facilities or facilities providing psychic services. Benefits are not to be used to buy liquor, wine, beer, tobacco products or lottery tickets.

Go to: http://dhr.alabama.gov/services/Family_Assistance/Family_Assistance_Program.aspx

Or call:

Phone Number: (334) 242-1773 or (334) 242-1950

Mailing:

Alabama Department of Human Resources
Family Assistance Division
50 North Ripley Street
Montgomery, Alabama 36130

Earned Income Tax Credit (EITC)

The Earned Income Tax Credit, EITC or EIC, is a benefit for working people with low to moderate income. To qualify, you must meet certain requirements and file a tax return, even if you do not owe any tax or are not required to file. EITC reduces the amount of tax you owe and may give you a refund.

Who Qualifies?



Do I Qualify for EITC?

To [qualify for EITC](#) you must have earned income from working for someone or from running or owning a business or farm and meet basic rules. And, you must either meet additional rules for workers without a qualifying child or have a child that meets **all** the qualifying child rules for you.

EITC Assistant

Use the [EITC Assistant](#) to see if you qualify for tax years: 2015, 2014 and 2013. The EITC Assistant helps you find out your filing status, if your child is a qualifying child, if you are eligible and estimate the amount of the credit you may get.

Income Limits and Table

See the [EITC Income Limits, Maximum Credit Amounts and Tax Law Updates](#) for the current year, previous years and the upcoming tax year.

Claiming EITC



[How Do I Claim EITC?](#)

You need to file a tax return to claim EITC. Find out:

- the documents you need
- the common errors to watch for
- the consequences of filing an EITC return with an error
- how to get help preparing your return
- what you need to do if your EITC was denied in a previous year
- how to claim the credit for earlier tax years

Received a Notice?



[I Received a Letter from IRS about EITC, What Should I Do?](#)

We send letters to urge you to claim EITC, to verify your EITC claim or to give you more instructions. This page lets you know what you need to do if you receive a letter or notice from the IRS.

ASAP! LET CREDITORS KNOW YOU ARE BEING LAID OFF

Consumer Credit Counseling Services of Alabama (CCCS of Alabama)

How Does CCCS help?

- Budget Counseling
- Debt Management Planning
- Finance Counseling
- Credit Report Review
- Bankruptcy Counseling



NATIONAL FOUNDATION FOR
CREDIT COUNSELING

*Knowing the difference can
make all the difference.®*

To find an office closest to you call: 1-800-338-2227 or search the National Foundation for Consumer Counseling (NFCC) web site: www.nfc.org

CCCS of Central Alabama
1401 20th Street South
Birmingham, AL 35205
(888) 260-2227
(205) 251-1572
www.gway.com

CCCS of Mobile
705 Oak Circle North
Mobile, AL 36691
(251) 602-0011
www.cccsmobile.com

CCCS of Alabama
777 South Lawrence Street
Montgomery, AL 36104
(800) 662-6119
www.budgethelp.com

CCCS of the Tennessee River Valley
1015 Airport Road, Ste. 205
Huntsville, AL 35802
(888) 381-8178



Go <https://atlasalabama.gov/>

What is Atlas Alabama?

AtlasAlabama.gov is a free online resource for entrepreneurs and small business owners in Alabama. Start at AtlasAlabama.gov to discover available state and local resources as well as to learn business basics for starting or growing your business. AtlasAlabama.gov works in partnership with the Alabama Small Business Commission (ASBC) to facilitate and promote small business development in Alabama.

Resource Providers

These organizations are equipped to provide the technical assistance financing and networking opportunities you need to nurture any small business. Consultation is a free service for all of these organizations. However, special training programs may have a fee associated with them.

Federal Resources – Statewide Resources – Regional Resources

Local Development Partners

Whether your business is large or small, Alabama has an extensive network of economic development organizations in place to help you find the information and resources you need to make your project successful. Working closely with their state partners, Alabama's local economic development teams understand the complicated demands of the site selection and business development process. They offer years of experience to help make the process simple.



ALABAMA SUPPORTS BIG DREAMS AT SMALL BUSINESSES

In Alabama, small business is anything but small.

Entrepreneurship is going strong in Alabama, where the start-up spirit gives birth to more than 7,000 new businesses every year. These fledgling enterprises join a vast network of almost 400,000 established small businesses across the state that add vitality and jobs to their communities.

Alabama has fostered an environment that allows small enterprises to put down roots and thrive. And there's a support system when small business owners need help. They can turn to the Small Business Advocacy Office at the Alabama Department of Commerce for the guidance needed to get them on the right track.

MadeInAlabama.com/smallbusiness

MADE IN
ALABAMA



7,445 new establishments opened in 2013

390,000

Small businesses
in Alabama

764,000

Workers employed
by small businesses,
nearly half of state's
private workforce

25,000

New jobs created
in 2012 by small
businesses

*Alabama Small Business Profile,
published in 2015 by the U.S. Small Business
Administration, Office of Advocacy*



About the Alabama SBDC Network

The Alabama Small Business Development Center network is a statewide, inter-institutional program to enhance economic growth in Alabama by providing management and technical assistance to small businesses. Certified business counselors are available in 10 Small Business Development Centers (SBDC) located at our member university partners across the state.

ASBDC members include SBDCs at Alabama State University, Auburn University, Jacksonville State University, Troy University, University of Alabama, University of Alabama in Huntsville, University of North Alabama, University of South Alabama, and University of West Alabama. **Find an office near you at <http://asbdc.org/office-locations/>. Note: This link carries you to their website with several links on the left side of the page.**

What is an SBDC?

A Small Business Development Center (SBDC) counsels and trains business people in a wide variety of business topics and provides comprehensive information services and access to experts in many fields. Counseling is provided free of charge to small business owners. SBDCs develop and maintain partnerships among community organizations and local, state and federal agencies, providing a focal point for a broad network of public and private resources at the community level. SBDC partnership programs and activities serving small businesses have contributed significantly to economic growth in Alabama and across the nation.

The U.S. Small Business Administration (SBA) administers the nationwide SBDC program while implementation of program in Alabama rests with the Executive State Director and the participating organizations within the state. The Advisory Board of the ASBDC is composed of members of the small business community. The Alabama Small Business Development Center Network began operating in 1980. The Alabama SBDCs make up 10 of the over 1100 SBDC service centers nationwide. SBDCs are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa.

Counseling and Technical Assistance: Start / Grow

The Alabama SBDC Network specializes in one-on-one business counseling and educational training for small businesses. Programs of assistance are developed in response to small business needs and growth opportunities for expansion of the state's economy.

[How Can We Help You? Start Your Business, Grow Your Business, Access Financing Government Marketing / Procurement Help with Export/Import Online Training](#)

Go to: <http://asbdc.org/about-asbdc/>



What is Legal Services Alabama?

Legal Services Alabama (LSA) serves low-income people by providing free civil legal aid and assistance and by promoting collaboration to find solutions to problems of poverty from eight offices located in: Anniston, Birmingham, Dothan, Huntsville, Mobile, Montgomery, Selma and Tuscaloosa.

Legal Services Alabama offices handle civil cases only. Each office has lawyers licensed to practice in Alabama and other staff who know how to help low-income people resolve their legal problems.

How does LSA help people?

- *By providing representation on critical legal matters in judicial and administrative forums*
- *By providing timely legal counsel and advice*
- *Through community education about rights and responsibilities ("preventative" law)*
- *By providing effective mediation services that help clients and keep disputes out of the court system*
- *Through development and distribution of legal self-help materials and forms*

What LSA CAN'T do:

As a recipient of federal funds, LSA is restricted by Congress as to some of the work it is allowed to do. LSA:

- *Does not handle criminal cases*
- *Does not accept fee-generating cases that private attorneys are willing to accept on a contingency fee basis*
- *Cannot do class actions, rulemaking, lobbying, litigation on behalf of prisoners or represent certain categories of aliens*

To apply for free legal services in Alabama, call the [Legal Services Alabama](#) office that is closest to where you live OR call Toll-Free 1-866-456-4995.

You can also [Apply Online](#) at www.legalservicesalabama.org

Contact Us

Legal Services Alabama (LSA) serves low-income people by providing free civil legal aid and assistance and by promoting collaboration to find solutions to problems of poverty from eight offices located in: Anniston, Birmingham, Dothan, Huntsville, Mobile, Montgomery, Selma and Tuscaloosa, covering all 67 Alabama counties.

To apply for FREE legal aid in Alabama, call our statewide intake hotline:

TOLL FREE: **1-866-456-4995**

En Español: **1-888-835-3505**

OR

Apply ONLINE (Our application is hosted by LegalServer)

Birmingham Office

1820 7th Avenue North, Suite 200
Birmingham, AL 35203
LOCAL: (205) 328-3540
TOLL FREE: 1-800-819-7685

Dothan Office

224 West Main Street
Dothan, AL 36301
LOCAL: (334) 793-7932
TOLL FREE: 1-800-701-0926

Huntsville Office

1115 Church Street NW, Suite F
Huntsville, AL 35801
LOCAL: (256) 536-9645
TOLL FREE: 1-888-741-7129

Mobile Office

104 St. Francis Street, Suite 700
Mobile, AL 36602
LOCAL: (251) 433-6560
TOLL FREE: 1-800-403-4872

Mailing Address:

P.O. Box 1986
Mobile, AL 36633

Montgomery Office

2567 Fairlane Drive, Suite 200
Montgomery, AL 36116
LOCAL: (334) 832-4570
TOLL FREE: 1-800-844-5342

Selma Office

801 Alabama Avenue, Suite 250
Selma, AL 36701
LOCAL (334) 872-1355
TOLL FREE: 1-800-644-6028

Mailing Address:

P.O. Box 954
Selma, AL 36702

Tuscaloosa Office

2315 9th Street, Suite 3A
Tuscaloosa, AL 35401
LOCAL: (205) 758-7503
TOLL FREE: 1-888-440-325



BIG NEWS: Homeowners may participate in multiple programs, with a maximum total assistance of \$60,000.

Mortgage Payment Assistance Program

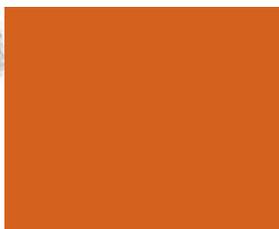
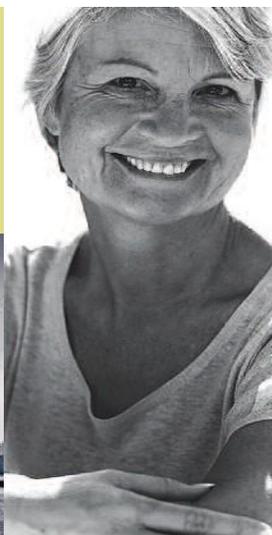
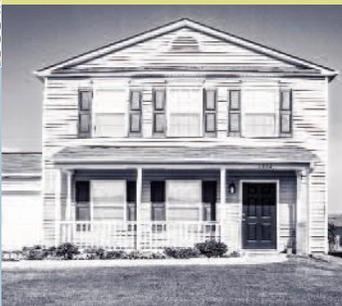
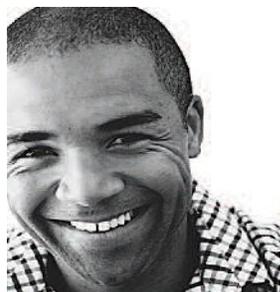
1. The maximum amount of assistance is now \$30,000 per program
2. Homeowners who have received unemployment benefits on or after January 2013 and did not previously take advantage of the mortgage payment assistance program may be eligible
3. HHA will now pay an additional 12 months after unemployment benefits are exhausted
4. Underemployed homeowners less than \$12,500 past due no longer have to meet a post-assistance housing ratio
5. A reinstatement option has been added for underemployed homeowners more than \$12,500 past due. A one-time disbursement of up to \$30,000 will be made to fully reinstate the mortgage loan. For this option, the reinstatement must result in a mortgage payment (including principal, interest, taxes, and insurance) of no more than 31% of the homeowner's income.

Loan Modification Assistance Program

1. A Lien Extinguishment component has been added. Homeowners on a fixed income may be eligible for up to \$30,000 to pay off mortgage lien(s) on their home. The total household income limit for the Lien Extinguishment Program is \$55,500.

Short Sale Assistance Program

Updated program information - including the types of assistance available and eligibility requirements - can be found at the HHA website: www.hardesthitAlabama.com. The updated term sheets can be found at the U.S. Department of Treasury's website.



mortgage payment assistance

Provides monthly mortgage payments on homeowner's behalf.

Homeowner Eligibility

Must be receiving state unemployment compensation benefits or have experienced a substantial reduction in household income.

Household Income

\$77,560 or less
(including all occupants 18 years & older)

Mortgage Balance

\$258,690 or less

Delinquent Homeowners

Not to exceed \$12,500.

Occupancy

Must be primary residence.

Property

Single-family, attached or detached, and manufactured housing that is attached to real property. Property must be located in Alabama.

Maximum Assistance

Not to exceed \$25,000.

loan modification assistance

Provides funds to assist financially distressed homeowners in achieving loan modification.

Homeowner Eligibility

Mortgage servicer must approve the homeowner for the loan modification.

Household Income

\$77,560 or less
(including all occupants 18 years & older)

Mortgage Balance

\$258,690 or less

Occupancy

Must be primary residence.

Property

Single-family, attached or detached, and manufactured housing that is attached to real property. Property must be located in Alabama.

Maximum Assistance

Not to exceed \$30,000.

short sale assistance

Assist financially distressed homeowners with the sale of their primary residence.

Homeowner Eligibility

Mortgage servicer must approve the homeowner for the short sale.

Household Income

\$77,560 or less
(including all occupants 18 years & older)

Mortgage Balance

\$258,690 or less

Occupancy

Must be primary residence.

Property

Single-family, attached or detached, and manufactured housing that is attached to real property. Property must be located in Alabama.

Maximum Assistance

Not to exceed \$30,000.

www.HardestHitAlabama.com or 1.877.497.8182

Electronic Tools Guide

The Department of Labor’s electronic tools assist millions of Americans every month with their employment-related needs. These Web-based tools provide solutions for:

- | | | |
|---|--|--|
| <input type="checkbox"/> Businesses | <input type="checkbox"/> Career Counselors | <input type="checkbox"/> Economic Developers |
| <input type="checkbox"/> Educators | <input type="checkbox"/> Job Seekers | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Workforce Boards | <input type="checkbox"/> Students | <input type="checkbox"/> Workforce Professionals |

Descriptions:

mySkills myFuture (www.myskillsmyfuture.org) helps laid-off workers and other career changers plan new careerpaths based on the skills and experience they’ve gained in past jobs. Users enter the name of a current or previous job and view a list of careers that require similar skills. Then they can identify new career options, locate local training opportunities, and view and apply for open jobs.

America’s Career InfoNet (www.careerinfonet.org) is an electronic storehouse of national, state, and local labor market data, and interactive career tools including a Career Resource Library that helps people make informed career decisions. InfoNet also provides a linkage to state workforce and labor market information Web sites that contain local information resources and tools.

America’s Service Locator (www.servicelocator.org) connects people to local offices providing employment and training services. It provides maps and driving directions to the nearest One-Stop Career Center. ASL has information on more than 20,000 local resources and offices.

Competency Model Clearinghouse (www.careeronestop.org/CompetencyModel) provides access to competency models for careers in high-growth industries, giving educators, the workforce system, and businesses a common industry-driven framework for developing curriculum and increasing awareness of industry skill requirements. The site also houses a database of existing skill certifications and other resources.

O*NET OnLine (www.onetcenter.org/) enhances businesses’ hiring and retention efforts and supports workers and students in career planning by accessing key data for identifying and developing workplace skills.

Toll-Free Help Line (**1-877-US2-JOBS, TTY: 1-877-889-5627**) provides a full range of basic information about workforce program services for both workers and employers, as well as locations to One-Stop Career Centers and other offices. Information is available in over 140 languages.

Workforce3 One (www.workforce3one.org) is the place for employers, educators, economic development professionals, workforce investment system leaders, and practitioners to learn, collaborate, and transform to a demand-driven workforce system.

The Occupational Outlook Handbook 2010-11 (www.bls.gov/oco/home.htm) is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives.

Department of Labor (www.dol.gov) and the **Employment and Training Administration** (www.doleta.gov) provide comprehensive resources on work-related topics and labor market data to support business, job seekers, and the workforce system.