Rural Capital Area Workforce Area

(Funding Guide Navigator - Use to Complete Steps Below)

STEP 1: Create Work in Texas Account. Work In Texas

STEP 2: Visit your local Workforce Solutions website to find the nearest workforce site to speak with a WIOA counselor. Please have the following documents available (no copies): photo identification and Social Security Card OR Birth Certificate.

Workforce Solutions

STEP 3: Complete this consent form to allow NCI to communicate with your local Workforce Solutions office regarding your application and provide it to your workforce office representative upon applying for tuition sponsorship.

Consent Form

NOTE: Rural Capital Area recognizes the following programs that we offer as a targeted occupation:

- Medical Administrative Assistant
- Computer User Support Specialist
- Bookkeeping Clerk

Commute Attestation

If the program you enrolled for is not listed above, please complete this form notifying your office that you are willing to commute or relocate for work and provide it to your workforce office representative upon applying for tuition sponsorship.

RESOURCES

OPTIONAL: Complete the form below to notify your local Workforce Solutions office that you are aware that you have a choice of which school you plan to pursue your education and provide it to them upon applying for tuition sponsorship.

- Complete this School of Choice form. School Choice Form

OPTIONAL: Complete the form below to notify your Workforce Solutions office of your career goals and provide it to them upon applying for tuition sponsorship.

- Complete this Career Goals form. Career Goals Form

WIOA Follow-Up