



## READY TO WORK FAQs

### WHAT IS READY TO WORK?

- Ready to Work is San Antonio's premier training, education, and employment program.
- Well-paid jobs require high-quality education and training. For too long, quality education has been out of reach for San Antonio residents. In 2020, San Antonio voters decided to invest over \$200m to offer scholarships and support services to eligible participants. No other city in the nation is investing in its residents like San Antonio.
- Ready to Work provides low-to-no cost training and education programs, including:
  - ◇ High-school equivalency courses, like a GED;
  - ◇ Industry-recognized credential and certificate programs;
  - ◇ Associate degree programs; and
  - ◇ Bachelor's degree programs.
- Ready to Work's personal coaches will help you evaluate training, education, and employment options throughout your journey.

### WHO IS ELIGIBLE FOR READY TO WORK?

Ready to Work is for San Antonio residents who are unemployed or employed in low-paying jobs that don't make full use of their skills and abilities.

To be eligible for Ready to Work:

- You must be:
  - ◇ At least 18 years old;
  - ◇ A resident of San Antonio (find out if your address is eligible [here](#));
  - ◇ Permitted to work in the United States;
  - ◇ Willing to take assessments related to workforce readiness; and
  - ◇ Willing to complete training and education aligned with high-demand careers.

- Your household income cannot exceed 250% of the [federal poverty guidelines](#), which are periodically updated. For example, as of January 2023:
  - ◇ A household of one (individual) with an annual income of less than \$36,450 would qualify for Ready to Work;
  - ◇ An individual within a household of four with an annual income of less than \$75,000 would qualify for Ready to Work.

## WHAT DOCUMENTATION WILL I NEED TO SHOW?

To confirm that you are eligible to participate in the program, the Ready to Work team will need a few documents. Your personal coach is ready to assist you in gathering what you need to get started.

- Eligible to work in the US (please provide ONE of the following)
  - ◇ Social Security card, U.S. birth certificate, U.S. citizen ID card, lawful resident citizen ID card, Native American tribal documentation
- Resident of the City of San Antonio (please provide ONE of the following)
  - ◇ Current lease, mortgage statement, utility bill, driver's license or ID card
- You are at least 18 years of age (please provide ONE of the following)
  - ◇ Birth certificate, ID card, driver's license
- Income (please provide ONE of the following)
  - ◇ Pay stubs, receipt of SNAP, TANF or similar benefits

## HOW DO I APPLY FOR READY TO WORK?

- Call 3-1-1;
- Apply at [readytoworksa.com](https://www.readytoworksa.com); or
- Visit a Ready to Work partner agency (see [map](#)):
  - ◇ Alamo Colleges District
    - + Brackenridge Education and Training Center
      - 532 N. Center, San Antonio, TX 78202
    - + Eastside Education and Training Center
      - 4551 Dietrich Rd, San Antonio, TX 78219
    - + Westside Education and Training Center
      - 563 SW 40th St, San Antonio, TX 78237

- + Workforce Center of Excellence
  - 203 Norton Street, San Antonio, TX 78211
- ◇ Project QUEST
  - + 800 Quintana Rd, Building 8, San Antonio, TX 78211
- ◇ Restore Education
  - + 4205 San Pedro Road. San Antonio, TX 78212
- ◇ Workforce Solutions Alamo Job Centers
  - + 3652 Bluemel Rd, San Antonio TX 78229
  - + 4615 Walzem Rd #100, San Antonio, TX 78218
  - + 4535 E Houston St, San Antonio, TX 78203
  - + 6723 S Flores St #100, San Antonio, TX 78221
  - + 7008 Marbach Rd, San Antonio, TX 78227
- ◇ Workforce Solutions Alamo Consortium (Subcontractors)
  - + Avance
    - 934 Flanders Avenue, San Antonio, TX 78211
  - + Chrysalis Ministries:
    - 201 Yucca Street, San Antonio, TX 78203
    - 419 E Magnolia, San Antonio, TX 78212
    - 1 Haven for Hope Way, San Antonio, TX 78207
    - 509 San Pedro Ave, San Antonio, TX 78212
  - + Dynamic Advancement
    - 205 S Frank Luke Dr #4, San Antonio, TX 78226
  - + Family Service Association
    - 3014 Rivas, San Antonio, TX 78228
  - + San Antonio Food Bank
    - 5200 Enrique M. Barrera Parkway, San Antonio, TX 78227
  - + Texas A&M University San Antonio
    - One University Way, San Antonio, TX 78224
  - + YWCA
    - 503 Castroville Road, San Antonio, TX 78237

## WHY SHOULD I APPLY FOR READY TO WORK?

- You should apply for Ready to Work if:
  - ◇ You are interested in improving your skills by enrolling in one of the following approved training programs:
    - + High-school completion courses (GED or diploma);
    - + Industry-recognized certification programs (like a skilled trade, craft, medical or IT certification);
    - + Associate degree programs; and

- + Bachelor's degree programs.
- ◇ After training, you want help with finding a well-paying job in a high-demand career.
- ◇ You want extra support to overcome challenges that may be standing in your way of training, education or finding the job that's right for you.

## **WHAT SERVICES ARE COVERED BY READY TO WORK?**

Ready to Work partners provide the following services at no charge:

- Personal coaching to understand your skills, education, life challenges and goals.
- Career and education planning to map out your future.
- Enrollment assistance and paid tuition for the following approved training programs
  - ◇ High-school completion courses (GED or diploma)
  - ◇ Industry-recognized certification programs (like a skilled trade, craft, medical or IT certification);
  - ◇ Associate degree programs; and
  - ◇ Bachelor's degree programs.
- Job placement and retention services such as resume building, interviewing preparation, time management and soft skills, like time management and communications skills.
- Support services to overcome financial, social, and emotional challenges.
- Emergency financial assistance to assist with training completion and job placement.
- Referrals to additional community resources to meet individual needs.

## WHAT INDUSTRIES ARE PART OF READY TO WORK?

Ready to Work prioritizes the following industries with open jobs that pay well. Ready to Work target industries align with the Workforce Solutions Alamo [Local Plan](#).

Aerospace	Energy / Oil & Gas / Utilities	Manufacturing
Architecture	Finance / Insurance	Professional Services
Construction	Healthcare	Skilled Trades
Education	Information Technology / Cybersecurity	Transportation / Warehousing / Logistics

## WHAT TRAINING/COURSES ARE AVAILABLE TO ME?

- The Ready to Work approved training catalog aligns with the critical needs of San Antonio employers in Ready to Work target industries. ([View the Approved Training Catalog](#))
- Over 50 local universities, schools and training providers are offering approved courses.
- Employers are providing input into skills necessary for tomorrow’s workforce.
- Supporting employers have [pledged](#) to hire Ready to Work participants after they complete training.

## WILL READY TO WORK COVER ALL MY TUITION EXPENSES?

- Ready to Work tuition is capped per individual up to amounts indicated on the table below, depending on which training program is selected.
- Personal coaches will help participants navigate training and career options.
- Ready to Work may require participants to apply for alternative scholarships to supplement Ready to Work funding.

- Personal coaches will assist participants with finding supplemental tuition funding or alternative training options if necessary.

## HOW MUCH FINANCIAL ASSISTANCE CAN I RECEIVE?

Program Funding per Participant	Annual Cap	Total Cap
Certificate Training		\$5,000
Associate Degree	\$2,200	\$6,600
Bachelor Degree	\$4,100	\$12,300
Emergency Assistance		\$1,500

## WHAT IS THE READY TO WORK PROCESS?

Ready to Work involves three steps:

- **Step 1: Apply**
  - ◇ Meet with a personal coach to:
    - + Confirm eligibility;
    - + Complete paperwork; and
    - + Map out a training and career plan based on your skills, education, life challenges and desires.
  - ◇ Please provide a valid email and phone number so we can stay in touch.
- **Step 2: Enroll & Complete Training**
  - ◇ Your personal coach will help you enroll in and pay for classes.
  - ◇ Ready to Work has resources like emergency funding for childcare and transportation to help you stay in school and on-track to succeed.
- **Step 3: Get Hired**
  - ◇ Your personal coach will help you improve your interview skills, resume and online profiles.
  - ◇ Attend job fairs and interviews supported by Ready to Work.
  - ◇ Employers are committed to your success and are ready to hire you!
  - ◇ Ready to Work is here to help you thrive!