Determine Your Goals For Employment

- Clients may take classes as long as they are in line with their job goal objectives.
- All classes must be completed in a timely manner.
- A TABE assessment must be completed online through State of Alaska.
- A TABE test must be taken at the Southeast Regional Resource Center (SERRC) before college classes will be approved.
- Clients may take online courses through the Vocational Training & Resource Center (VTRC).
General Assistance (GA)

General Assistance (GA) is a program that provides financial assistance payments to eligible Alaska Native and American Indian clients for essential needs, which are: food, clothing, shelter, and utilities.

GA Requirements
- Must reside in the Southeast Alaska service area.
- Must not receive financial assistance from Temporary Assistance for Needy Families (TANF), Alaska Temporary Assistance Program (ATAP), or Supplemental Security Income (SSDI).
- Must have insufficient resources to meet the basic and special need items defined by the Bureau of Indian Affairs (BIA).

Employment Assistance (EA) Requirements
- Must live in Southeast Alaska Service Area.
- Not receive financial assistance from TANF, ATAP, or SSDI.
- Must meet eligibility criteria as defined by GA Regulations.
- Work with local job centers and/or local businesses to apply for jobs.
- Work with IRA offices and/or CCHITA staff located in their area.
- Must complete & follow a monthly Individual Service Plan (ISP).
- ISPs are signed monthly. If an applicant does not follow their ISP and submit all required documents benefits will be withheld until they are in compliance.

EA Requirements (continued)
- Must register at the Juneau Job Center and take classes as outlined in ISP.
- Must submit a timesheet at each monthly EA review. Timesheets must document progress towards employment (log 100 job search hours monthly), and follow their ISP as outlined.
- Must submit all receipts monthly; this includes: rent receipts, utility bills, clothing benefits, and food.
- GED Agreement - Applicant must submit weekly documentation from SERRC to support their ISP.
- Applicant quitting a job without good cause will be subject for review and may be penalized up to 60 days with no benefits.