



## Chicago Heights Workforce Center

1010 South Dixie Highway • Chicago Heights, IL 60411 • (708) 898-5100

Welcome to the Chicago Heights Workforce Center. National Able Network provides Workforce Investment Act (WIA) services to individuals who live in Cook County or have been laid off from a job in Cook County. We provide assistance in finding employment, career counseling, and in some cases tuition assistance. Please take full advantage of available services offered such as the resource center (free use of computers, internet, copy machine, and fax machine for work-related use only) and workshops!

### Resource Center Hours: 8:30am-4:00p.m.

ORIENTATION & ELIGIBILITY DETERMINATION for WIA includes taking the Test of Adult Basic Education (TABE) and not inclusive of additional information that is required before meeting with a client service representative. If you provide a copy of your (4 year college degree) you will not have to take the TABE. To study in advance for TABE test go to: [www.testpreview.com/tabe\\_practice.htm](http://www.testpreview.com/tabe_practice.htm). \*\* Additional TABE online tools see page 2. Be prepared to be onsite for approximately 3.5 hours for those who will need to take the required Test of Adult Basic Education.

**Orientation Day & Time: Tuesdays, 9:00 a.m. & 1:00 p.m. \*\*\*No 1p.m. orientation on 11/19/13.**  
Please call 708 898-5100 to ensure no cancellations have occurred.

### Required Documents for Eligibility Assessment

**\*\*Bring to the orientation session. \*\***

- Driver's License or State ID
- Social Security Card (Signed) or print out from Social Security Administration
- Proof of Authorization to work in US (U.S. birth certificate, U.S. passport, naturalization certificate)
- Proof of Social Security as Income (SSI or SSD)
- Proof of address (utility bill, voters registration card)
- Proof of age (birth certificate, state ID, driver's license, passport)
- Resume & email address
- Copy of College Degree (4 Year)/Transcripts
- Selective Service Compliance for males born on or after January 1<sup>st</sup>, 1960 (verification printout from [www.sss.gov](http://www.sss.gov) or a Status Information Letter from Selective Service)

*\*\*\*Any documentation that bears an expiration date must not be expired at the time it is used for eligibility assessment.*

### Additional Documents (If applicable)

- DD-214
- W-2
- Letter of Support
- Layoff Letter
- Paystub (6 months depending on span of employment)
- Proof of public assistance (food stamps, Tanf, GA)
- Documentation of Homelessness

**\*\*Failure to provide ALL required documents will prohibit any individual from attending the orientation session.**

**Please Note:** If there are any outstanding hygiene or sobriety issues, you will be asked to leave the activity you are participating in.

Cell phone usage of any kind is prohibited in any center activity.

## TABE Test Practice

Step one: Visit [www.studyguidezone.com](http://www.studyguidezone.com)

Step two: Select Vocational Exams under home- blue bar.

Step three: Under Vocational Test Directory select TABE Test.

Step four: After selecting TABE Test you will see four selections.

TABE test Study Guide

TABE test Flashcards

TABE Test Practice Questions

Free Report on TABE test Preparation

All four links will direct you to products that must be purchased. Bypass links and locate and choose from the following three options (options located on same page below video).

### Option 1

Click here to download StudyGuideZone.com's free TABE Study Guide

If you select this option you may need a flash drive. You cannot print this at the Resource Center because the guide is 49 pages long. Also, our Resource Center has a limit of 10 print jobs per day. Instead of printing out the guide, you may download it onto a flash drive.

### Option 2

TABE Test Resources

TABE Practice Questions

This link will direct you to another website called [testprepreview.com](http://testprepreview.com). The link will take you to the TABE test section in which you will have the option to choose from the TABE Self-Assessment Modules. If you follow this step you will see a list of self-assessment modules. For example: Basic Algebra, Advanced Algebra, Averages and Rounding ext.

### Option 3

TABE Skill Building Exercises

Links under option 3 are direct links to building exercises for English and Math.

#### ENGLISH

Basic Grammar

Punctuations and Capitalization

Spelling

#### Math

Basic Operations

Exponents

Fraction Word Problems

Percentages and Rations