

Due to extremely limited funding, we are the payer of last resort. All other sources of assistance must be explored first.

The Skills Enhancement Program is designed to be an on-going partnership with the client, not a source of one-time assistance.

Skills  
Enhancement  
Program  
Participant  
Benefits:



- Attend classes part-time so that you can continue to work
- Increase your earning potential and gain access to employer sponsored health insurance benefits
- Increase your wages



Stephanie Sautter Stark  
Literacy & Skills  
Enhancement Coordinator

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# Skills Enhancement Program



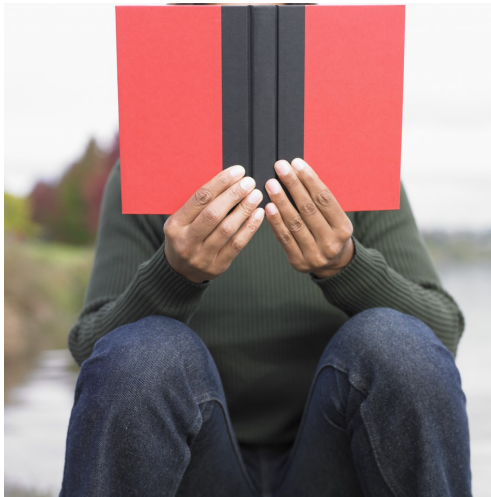
**Your future is waiting!**

Call **1.800.606.9227**  
or visit **www.westcap.org**

## *Purpose*

Skills Enhancement is designed to assist low-wage, working adults to access short-term training programs that will provide an opportunity to increase wages and gain access to employer provided health insurance. Short-term training is defined as two years or less for a technical school program, or a condensed training program such as CNA or CDL training.

It is not intended for individuals who are enrolled in a four-year degree program unless they hold at least a junior status and will graduate within two years.



## *Eligibility Requirements*

- Household income must be under 150% Federal Poverty Level
- Must be working 20 hours per week
- Must reside in West CAP service area - Barron, Chippewa, Dunn, Pepin, Pierce, Polk, and St. Croix counties



## *Skills Enhancement participants will be expected to:*

- Meet with Skills Enhancement staff to develop a training plan
- Maintain regular, monthly contact with Skills Enhancement staff
- Inform staff of changes (address, phone number, income, household members, etc.)
- Complete and return all forms as required
- Participate in follow-up surveys after exiting the program

## *Participants may be eligible for:*

Tuition related expenses

- Tuition
- Books
- Miscellaneous fees

Reimbursement for training-related transportation costs

Assistance with child care costs



## *Items Not Covered:*

- Car repairs
- Tuition for repeated classes
- Living expenses
- Computers, printers, fax machines, etc.
- Childcare while participant works
- Tuition for classes that typically result in low paying, part-time employment with no benefits (cosmetology & child care courses)