

## START YOUR NEW CAREER!



**4 days a week course module, beginning on Monday, October 1- Tuesday- October 30,** we invite you to start your future career with classes provided by the Literacy Coalition of Central Texas!

**2 Days a week- will be self-paced classes** with an instructor that will give one on one help on Computer Basics, Internet Basics, Gmail, Microsoft Office Suite, and Soft Skills for Job Success

**2 days a week- will be an instructor-led class** on Job skills such as job searching, resume writing, goal setting, soft skills, etc.

There will also be one-on-one time with a job coach to go more in-depth on tailoring your job search and resumes to your goal.

**Classes are Monday- Thursday 5:30-7:30pm  
Alexander Oaks Community Room  
6119 Valiant Circle, Austin, TX 78749**

All classes are **FREE!** All 18+ HATC Residents and Clients are welcome!

**To register, contact: Nancy Rojas at (512) 854-6201 or  
Nancy.rojas@traviscountytexas.gov**

### Documents Check List

If these documents are available to you, please bring them with you to intake

- Valid government issued photo ID (driver's license, state ID, valid work permit, or US Passport)**
- Social Security Card**
- Proof that you live in Travis County**
  - *(A utility bill with your name and address or a lease statement is acceptable)*
- Verification of income for each adult living in the household for the last 30 days**  
*(Your TOTAL household income must be less than the amount listed on the chart on the attached page based on the total number of adults and children living with you).*
  - *If you or any other adults in the family are working, provide all pay stubs from the last 30 days*
  - *Benefit statements for SSI, unemployment, etc.*
  - *If no one is working or receiving any kind of benefits, you will be asked to write and sign a statement.*
- Proof of benefits for everyone in the house**  
*You must provide statements if you or anyone in your household is receiving any of the following: TANF, SNAP, Medicaid, CHIP, subsidized child care, free/reduced lunch program, WIC, public housing assistance*

\* No one who is currently attending high school may attend the Learning Center.  
If you are 17, you must provide verification of your dropout status from your school as well as a signed parental consent form.