



IMPORTANT INFORMATION REGARDING OIC'S ELIGIBILITY OF SERVICE PROCESS

Thank you for your interest in OIC of New London County. We would like to take this opportunity to inform you of our process and procedure for determining eligibility of service. Please note the steps below:

STEP #1: Information and Application Sessions are now going to be held **EVERY TUESDAY virtually or by appointment ONLY**. During this time, our Intake Specialist will be able to provide you with pertinent information regarding our eligibility and suitability process. Our virtual presentation video and brochure link will be provided on our website at www.oicnlc.org. If you have any questions or need further assistance with the application please contact the Intake Specialist, Stephanie Collado, at scollado@oicnlc.org or by phone at 860-447-1731 EXT. 301.

STEP #2:

Once you have completed the application, you will need to take our online Computer and Career assessment. The test will take one to two hours so please plan accordingly. If you are not able to take the online test at home, an appointment will be made to test with the Intake Specialist. The Computer and Career assessment will be **scheduled after the application is submitted**. Lastly, there is no childcare provided, so please make childcare arrangements are made if you elect to take the test at the OIC premises.* **Children will not be permitted in these sessions.**

STEP#3:

After you have completed the application and have taken the Computer and Career assessment, you will be contacted by the Intake Department to be scheduled for an interview to discuss your need for the service that you desire. This will be done via a one on one appointment or another method such as phone or Zoom video conference. Essential data will be collected to determine suitability and eligibility for the programs. Since OIC is a private, non-profit organization whose services are grant funded you will **need to submit the following documentation on the day of your interview:**

- Proof of Citizenship
- Proof of Address
- Proof of Income
- Social Security Card
- Photo Identification
- High School Diploma or GED or Transcripts
- Resume, if applicable

Criminal Background Checks will be obtained by OIC staff

*For other choices of identification documents check the checklist on the following page.

STEP #4:

After the intake process is complete, your information will be reviewed by our program staff for approval. **All SNAP recipients** will receive **free** training and materials which is covered by the CT Department of Social Services. Any applicants who do **not** receive SNAP will have their training costs covered by one of OIC's funding sources with provided proof of low income documentation. Any questions regarding fees may be directed to OIC's administrative offices.