

# HOW TO APPLY FOR CAREER STEP PROGRAM

To be considered for the Career STEP Program you MUST provide the following:

- Contact phone number.
- Acceptance Letter (From Training Institution/Provider, program of study must have start and end date plus cost per semester/term with students' name listed)
- Proof of household income and size (4 most recent check stubs and prior tax return) to include all household members.
- (Must be a Custodial or Non-Custodial Parent) Copy of Child/Children birth certificate or other official court documents establishing parental obligations to include monetary support is required. DO NOT need child's Social Security Card.
- Proof of drawing Unemployment benefits, benefit statement or separation notice
- Proof of any other financial assistance from other sources (i.e., food stamps (SNAP), TANF, Social Security, Disability)
- Your Driver's License
- Your Social Security Card
- Your Birth Certificate

Please note: The Career STEP program, you could be placed on a waiting list. "Funded by The Mississippi Partnership Workforce Development Board and Three Rivers Planning & Development District, Inc."

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