

**Please bring the following documentation to your INTAKE appointment:**

- High School Diploma or GED Certificate
- Non-Official College Transcripts (Most Recent)\*
- Letter of Acceptance into Career Field\*
- Social Security Card (for each family member in the household)
- Driver's License
- DD Form 214, Veteran's Separation Form\*
- Court Records (Misdemeanors/Felonies)\*
- Disability Records\*
- Marriage License/ Divorce Decree\*
- Death Certificate (if widowed)\*
- (\* When applicable)

**Proof of Address: (any one of the following)**

- Driver's License
- Voter's Registration Card
- TDHS Records
- Utility Bill
- Rent Receipt
- Credit Card Bill

**Proof of Family Household (Any one document PER family Member):**

- SSN Card & Birth Certificate
- Naturalization Certificate
- Alien Registration Card
- US Passport

**Proof of Income (For the last six months, if applicable to your family):**

- Income Tax with Name(s)
- Pay stubs (for each working family member)
- Child Support
- Food Stamp and/or TANF Printout Letter
- Workman's Compensation
- Social Security Benefits Letter
- Financial Aid, Educational Loans, etc.
- Retirement Pay/Military Reserve Pay

**Proof of Expenses (bring the Most Recent receipt/bill, if applicable to your family):**

- Rent or Mortgage Payment
- Childcare Invoices
- Vehicle payment(s) and proof of auto insurance (payments)
- Utilities: Electric, Gas, Telephone and Water/Sewer
- Medical (Other than doctor visits)
- Tuition, Books, Lab Fees, etc.
- Cable or Satellite TV / Internet Service Provider
- Beeper and/or Cell Phone
- Loans and/or credit card payments

Make sure to fill out the application before you leave today's orientation.

If you ever have any questions, please feel free to contact our main office at 915.843.4055 or email us at [arriba@projectarriba.org](mailto:arriba@projectarriba.org).

**About Project ARRIBA**

Project ARRIBA is an El Paso-based economic and workforce development initiative, incorporated on December 16, 1998, as a public, not-for-profit 501 (c)(3) corporation.

The mission of Project ARRIBA is to provide high-skilled training to El Pasoans who need the occupational skills necessary to access jobs in demand occupations that pay a family-sustaining living wage, with benefits and a career path. Project ARRIBA promotes a working partnership between community-based organizations, training institutions, and private corporate partners. Serving the El Paso community for over 14 years, the organization continually demonstrates the substantial social and economic benefits that can be achieved for those who otherwise would not have the opportunity.

Our organization aims at improving the **TalentForce** within the unemployed and underemployed community of El Paso. We sponsor individuals into demand occupations like:

- nursing
- healthcare
- information technology
- demand trades

We then place participants into great careers here in El Paso benefiting all. We believe that a good education will lead to great employment which will increase the economic development of our great region.

**Our History**

Incorporated in December 1998, Project ARRIBA is a workforce development program designed to respond to the employment needs of El Paso. It is a reality today because of substantial commitments from private, county, city and state agencies and foundations/organizations.

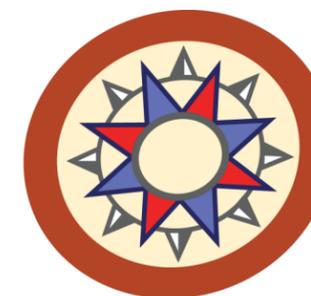
The El Paso Interreligious Sponsoring Organization (EPISO) and Border Interfaith provided the impetus for this program. Their hard work and convincing justification of community need gained support from the Texas Workforce Commission and key El Paso education and business executives & stakeholders.

**Our Educational Partners**

We work closely with our Educational Partners to ensure our graduates have the best education. Depending on the career, all participants will attend Texas Tech University Health Sciences Center El Paso Gayle Greve Hunt School of Nursing, The University of Texas at El Paso (UTEP) School of Nursing and/or The El Paso Community College (EPCC).

**Where we work**

Project ARRIBA serves the entire County of El Paso.



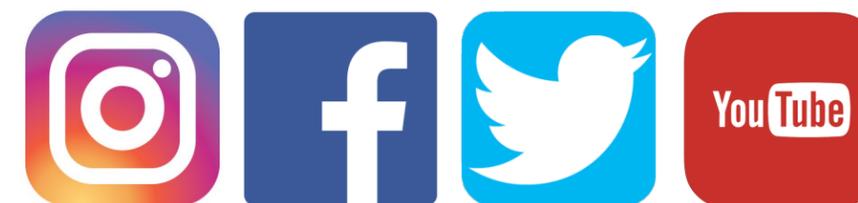
PROJECT  
**ARRIBA**

**ORIENTATION  
FLYER**

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# PARTNERING WITH YOU IN EDUCATION & TRAINING

...

# INVESTING IN YOUR FUTURE

## Our Vision

Be a leader in workforce development for the region, which will impact the state & nation, and, over time, the world.

## Our Standard

- ◆ Treat everyone with *dignity* and *respect*.
- ◆ Make every effort to *build people up*.
- ◆ Always do what is *right*.

## Our Mission

The *mission* of Project ARRIBA is to provide high-skilled training to El Pasoans who need the occupational skills necessary to access jobs in demand occupations that pay a family-sustaining living wage, with benefits and a career path.

Project ARRIBA promotes a working partnership between community-based organizations, training institutions, and private corporate partners and continually demonstrates the substantial social and economic benefits that can be achieved for those who otherwise would not have the opportunity.

## Awards & Recognitions

In 2015, the White House named Project ARRIBA as one of three “**Bright Spots**” programs in El Paso, TX, investing in the success of Hispanics by helping close the achievement gap in the areas of College Access and STEM Education. The Workforce Strategy Center (WSC) 2009 report, funded by the Bill & Melinda Gates Foundation, recognized Project ARRIBA as one of the nation’s **top 14 successful workforce models** from across the U.S. that is pro-actively addressing the challenge of providing disadvantaged workers with the technical and post-secondary education needed to qualify for skilled positions. Other notable recognitions include the Texas Economic Development Council’s (TEDC) **top workforce development program** for communities over 100,000 in population, **Harvard Innovation in Government Award**, and recognition by the U.S. Department of Commerce as **one of the top twenty programs** in the nation that represent Workforce Innovation and Economic Adjustment Strategies.

*We partner with our participants to provide the financial and case management support needed to complete training in a high-demand career.*

*We invest in human capital which leads to workforce and economic development in our community, region, state, and nation.*

## Sponsored Careers

- Registered Nursing (RN)
- RN BSN
- Licensed Vocational Nursing
- Allied Health Careers
- Information Technology
- Other Demand Careers

## Basic Eligibility

All Participants must meet certain requirements in order to enroll with Project ARRIBA. You must be:

- US Citizen or Legal Resident and live in the County of El Paso
- Below 200% of the **2019** Health & Human Services (HHS) Poverty Guidelines (see below)
- Be 18 years of age or older
- Eligible to work in the United States

Household	Monthly Salary	Annual Salary
1	2,081	24,980
2	2,818	33,820
3	3,555	42,660
4	4,292	51,500
5	5,028	60,340
6	5,765	69,180
7	6,502	78,020



## The Application Process

Below is an overview of the application process. Your individual experience may differ slightly depending on your situation; the outline below is intended to give you a rough idea of what to expect. On average, it takes six weeks from the time you attend an Orientation until you are accepted into Project ARRIBA.

1. **Orientation (today, 1 hour):** Our organization has orientations at our main office as well as throughout the county of El Paso. You can call our main offices for the next orientation session or visit our website at [projectarriba.org](http://projectarriba.org). It is important that you fill out the Pre-application at this stage.
2. **Test for Adult Basic Education (TABE, 3-4 hours) & System Assessment for Group Evaluation (SAGE, 2-3 hours):** Our Testing and Assessment tools used at Project ARRIBA are fundamental to the enrollment process. Currently, we make use of two nationally known instruments that assess an assortment of academic, dexterity, temperament, and job interest data. These tools empower the Case Manager to accurately determine and recommend appropriate long-term job training. Applicants taking the Test of Adult Basic Education (TABE) are given a battery of academic tests to measure their level of Reading, Writing, English, and Math Skills. If an applicant scores below between a 9th to 11th grade level they are eligible for the Workforce Development Academy (WDA). Applicants taking the System Assessment for Group Evaluation (SAGE) test are given an assortment of assessments to evaluate an individuals temperament, job interests and manual dexterity. The SAGE also evaluates a persons academic level in Reading, English and Math.
3. **Intake (1 hour):** At Intake, personal information about an applicant is documented to include Texas Assistance for Needy Families (TANF) information, food stamp and other assistance case numbers, monthly income, number of dependants, and other demographical information to meet minimum entry requirements.
4. **Individual Service Strategy (1–2 hours):** During the Individual Service Strategy (ISS) a Case Manager is assigned to each applicant to gather vital information about the applicant's family, life barriers, academic and professional goals, supportive system, educational transcripts (if any), other vocational training and past employment. This information is used to minimize the risk associated with long-term training and measure the positive outcomes for investing in this person. Motivation, Employability, Ability to Learn, Need and Staying Power are evaluated
5. **Program Decision on Sponsorship:** All applicants are brought to the final stage of the enrollment process called the Participant Evaluation Team (PET) Meeting. An interviewing committee represented by the Directors of Project ARRIBA, talk to the applicant similar to a job interview. Questions are asked to the applicant concerning each individual's life barriers, and answers are listened to carefully. The interviewing committee is responsible for making a clear and compassionate recommendation for or against sponsorship with a final decision from the Chief Executive or Operations Officer.
6. **Scheduled VIP's and Classroom Enrollment:** Since 1999, we have found that students (participants) learn best from one another via our weekly in-house VIP meetings. This is an opportunity for the participants to develop themselves for the workplace by the use of specialized workshops aimed at the particular demand career fields we sponsor. This is also a prime opportunity for the participant to interact with other students and the community at large via public speaking, community projects, and business skills workshops.