

Southcentral MS Works

Externship Program Checklist 2024

Identified students **MUST** complete the following and bring the listed documentation for WIOA eligibility determination. Please bring a laptop for your appointment.

If help is needed, please call 601-321-2175.

Instructions:

- Create or update a MS Works profile by logging onto the <http://www.mdes.ms.gov/>
- Go to ➡ **I Need A Job** and select ➡ **Find A Job Now**
- At the top right of the screen select ➡ **New User? Register for Free** or select ➡ **My Account** if you already have a MS Works profile and login with your username (skip next step)
- The page ➡ **New User Sign Up** will appear / create your username and password and login
- Once you log in, go to the top of the screen, and select ➡ **My Profile**
- After completing all required fields make sure you also complete the following:
 - Education - select the (+) to add your educational information and save
 - Employment History - select (+) to add your employment information and save
 - Once profile is complete then proceed to the next step
- **Schedule an appointment with CMPDD staff:**
LouSonya Woodland, lhorton@cmpdd.org or 601-321-2175

Bring the following documents to appointment:

- € Driver's License or State issued photo identification card
- € Social Security Card
- € Proof of residence (may use Driver's License or State Issued ID)
- € Pay stub (most recent, if currently employed)
- € Public Assistance (if currently receiving public assistance, provide verification)

*Student **must** email or call to schedule an appointment to complete the program eligibility. Eligibility determination begins **February 13, 2024**, (students must be determined eligible to participate and receive funding). This process **MUST** be completed **prior** to beginning the externship.

CMPDD - 1020 Centre Pointe Blvd., Pearl, MS 39208 Ph. 601-981-1511