

ABE TEACHER'S HANDBOOK OF SERVICES

AVAILABLE FOR ADULT LEARNERS

Compiled by

C.J. Bailey

Appalachian Adult Education Center
Morehead State University
Morehead, Kentucky

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Adapted to the Birmingham-Jefferson County area by

Martha E. Carraway

ABE-Library Center
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Birmingham, Alabama

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FOREWORD

The Appalachian Adult Education Center, in its continuous efforts to conduct teacher-training, research, demonstration, and change agent functions, recognized the problem that ABE teachers need a workable source that identifies services and agencies available to meet the needs of their ABE students.

Thus, this handbook has been prepared for the ABE teacher as a means of providing general information on the public services and programs administered by federal, state, and local governmental agencies, including private, civic, and community organizations through which the needs of ABE student may be met.

A cross-index is provided, including the services offered and the agencies offering services. To use the index: First, locate the service desired; then, from the agencies listed under that service refer to the alphabetical listing of agencies on page 11, which will give the page number on which you will find the description of services provided by that agency.

The handbook is structured to be used in many communities. The name of the LOCAL OFFICE, PERSON TO CONTACT, ADDRESS, and TELEPHONE NUMBER follow a generalized description of each agency to be filled in by the person using the handbook. There are blanks left under each service offered to list other agencies not already listed that the user knows provide the specified service. The handbook does not attempt to detail programs. It is intended to direct, easily and quickly, ABE teachers to a particular agency providing the service that the ABE student needs.

The handbook is constructed in a loose-leaf form to facilitate continuous updating through adding agencies that were not included in the original handbook.

*INDEX OF SERVICES FOR ABE CLIENTS

Aid to Handicapped

1. Area Vocational School
2. Child Welfare
3. Experimental and Demonstration Program
4. MDTA - Transition
5. Public Assistance
6. Social Security Administration
7. State Employment Security Agencies (Economic Security)
8. Vocational Rehabilitation
9. Center for Development and Learning Disorders

Apprenticeship

1. Area Vocational School
2. Community School Program
3. National Apprenticeship Program
4. Opportunities Industrialization
5. Public Service Centers
6. State Employment Security Agencies

Careers

1. Area Vocational School
2. Community School Program
3. Military Education Directed Into Health Careers
4. New Careers Program
5. Public Service Careers

Child Care

1. Area Vocational School
2. City-County Welfare Departments
3. Community Action Programs - CAP
4. Community Coordinated Child Care (4-C) Program
5. Community School Program
6. Food and Nutrition Service
7. JOBS
8. Public Assistance
9. Work Incentive Program - WIN

Counseling

1. Adult Basic Education
2. Area Vocational School
3. Bureau of Rehabilitation Services
4. College or University
5. Community School Program
6. Concentrated Employment Programs - CEP
7. Higher Education Project
8. MDTA
9. Selective Service Rehabilitation
10. State Employment Security Agencies
11. Veterans Administration - VA
12. Vocational Rehabilitation

Education

1. Adult Basic Education
2. Area Vocational School
3. American Red Cross
4. Business and Professional Women's Clubs
5. College or University
6. Community School Program
7. Concentrated Employment Program
8. Jaycees
9. Job Corps
10. JOBS
11. Higher Education Project
12. Labor Mobility Project
13. Local Public School System
14. MDTA
15. MEDIHC
16. New Careers Program
17. Operation Mainstream
18. Public Assistance
19. Veterans Administration
20. Vocational Extension
21. Work Incentive Program

Emergencies and Disasters

1. American Red Cross
2. Child Welfare

3. City-County Welfare Department
4. Comprehensive Care Center
5. Federal Housing Administration
6. Public Assistance

Financial Assistance

1. City-County Welfare Department
2. Community Action Agency Program - CAP
3. Farmers Home Administration - Rural Housing Loans
4. Federal Housing Administration - Rent Supplements
5. Federal Housing Administration - Mortgage Credit Assistance for Home Ownership
6. Federal Housing Administration - Interest Supplements On Home Mortgages
7. Labor Mobility Project
8. Public Assistance
9. Social Security Administration
10. Unemployment Insurance

Food and Clothing

1. American Red Cross
2. City-County Welfare Department
3. Food and Nutrition Service - Dept. of Agriculture Food Assistance Program
4. Public Assistance

Health

1. American Red Cross
2. Bureau of Rehabilitation Services
3. Child Welfare
4. Community Action Agency Program - CAP
5. Comprehensive Care Center
6. County-City Health Department
7. JOBS
8. Lions Club (Eye examination and eyeglasses)
9. MDTA
10. Public Assistance
11. Rotary Club (Hearing testing)
12. Social Security Administration (Medicare and Medicaid)
13. Vocational Rehabilitation
14. Family Planning

Housing

1. City-County Health Department
2. Community Action Agency Program - CAP
3. Farm Home Administration - Rural Housing Loans
4. Federal Housing Administration - Rent Supplements
5. Federal Housing Administration - Mortgage Credit Assistance for Home Ownership
6. Federal Housing Administration - Interest Supplements On Home Mortgages
7. Housing Assistance Administration - Urban Renewal and Housing Assistance: Low Rent Public Housing - Tenant Service Relocation

8. Public Assistance

Job Placement

1. Area Vocational School
2. Bureau of Rehabilitation
3. Civil Service
4. Community Action Agency Program - CAP
5. Concentrated Employment Program - CEP
6. Experimental and Demonstration Program
7. Labor Mobility Project
8. MDTA
9. MEDIHC
10. Neighborhood Youth Corps - NYC
11. New Careers Program
12. Operation Mainstream
13. Opportunities Industrialization Centers - OIC
14. Public Service Careers
15. Selective Service Rehabilitants
16. State Employment Security Agencies
17. Work Incentive Program - WIN

Job Training

1. Area Vocational School
2. Bureau of Rehabilitation Services
3. Community Action Agency Program - CAP
4. Community School Program

4. Community School Program
5. Concentrated Employment Program
6. Experimental and Demonstration Program
7. Job Corps
8. JOBS
9. National Apprenticeship Program
10. Neighborhood Youth Corps - NYC
11. New Careers Program
12. Operation Mainstream
13. Opportunities Industrialization Centers - OIC
14. Public Service Careers
15. Selective Service Rehabilitants
16. Transition Program - MDTA
17. Veterans Administration
18. Vocational Extension
19. Work Incentive Program - WIN

Legal Aid

1. Community Action Agency Program - CAP
2. Public Assistance
3. Legal Services Program

Rehabilitation

1. Area Vocational School
2. Bureau of Rehabilitation Services

3. Community Action Agency Program - CAP
4. Comprehensive Care Center
5. Experimental and Demonstration Program
6. Job Corps
7. Public Assistance
8. Selective Service Rehabilitants
9. Veterans Administration
10. Vocational Rehabilitation

Social Guidance

1. Community Action Program - CAP
2. Community School Program
3. Higher Education Project
4. Housing Assistance Administration - Urban Renewal
and Housing Assistance: Low Rent Public Housing
Tenant Service
Relocation
5. Labor Mobility Project
6. Public Assistance
7. USDA Committees for Rural Development
8. Vocational Rehabilitation
9. Community Theatre Project

Testing

1. Civil Service
2. College or University

| <u>Index of Agencies</u> | <u>Page Number</u> |
|---|--------------------|
| Adult Basic Education Program - ABE | 13 |
| American Red Cross | 14 |
| Area Vocational School | 15 |
| Bureau of Rehabilitation Service | 16 |
| Center for Development and Learning Disorders | 17 |
| Child Welfare | 18 |
| City-County Welfare Department | 19 |
| Civic Organizations and Service Clubs | 20 |
| Civil Service | 21 |
| College or University | 22 |
| Community Action Program | 24 |
| Community Coordinated Child Care (4-C) Program | 25 |
| Community School Program - Board of Education | 26 |
| Community Theatre Project | 28 |
| Comprehensive Care Center | 29 |
| Concentrated Employment Program | 30 |
| City or County Health Department | 31 |
| Experimental and Demonstration Program | 32 |
| Family Planning Program | 33 |
| Farmers Home Administration - Rural Housing Loans | 34 |
| Federal Housing Administration - Interest Supplements on Home Mortgages | 35 |
| Federal Housing Administration - Mortgage Credit Assistance for Homeownership | 36 |
| Federal Housing Administration - Rent Supplements | 37 |
| Food and Nutrition Service - Food Assistance | 38 |
| Higher Education Project - Public Assistance | 39 |
| Housing Assistance Administration - Urban Renewal and Housing Assistance: | |
| Low Rent Public Housing | |
| Tenant Service | |
| Relocation | 40 |
| Job Corps | 41 |
| JOBS | 42 |
| Labor Mobility Project | 43 |
| Legal Services Program | 44 |
| Local Public School System | 45 |
| Manpower Development and Training Act - MDTA | 46 |
| Military Education Directed Into Health Careers - "Operation MEDIHC" | 47 |
| National Apprenticeship Program | 48 |
| Neighborhood Youth Corps | 49 |
| New Careers Program | 50 |
| Operation Mainstream | 51 |
| Opportunities Industrialization Centers - OICs | 52 |
| Parent-Child Development Center | 53 |
| Public Assistance | 54 |
| Public Service Careers | 55 |
| Selective Service Rehabilitants | 56 |
| Social Security Administration | 57 |
| State Employment Security Agencies | 58 |
| Unemployment Insurance | 60 |
| USDA Committees for Rural Development | 61 |
| Veterans Administration | 62 |
| Vocational Extension | 63 |
| Vocational Rehabilitation | 64 |
| Work Incentive Program | 65 |

Adult Basic Education Program - ABE

Program Description and Target Population:

The Adult Basic Education (ABE) Program is designed to raise educational level of adults, 16 years of age and older, who have attained less than a college education.

The minimum age of participants in the Adult Basic Education Program has been reduced from 18 to 16 years of age with a view toward including recent high school dropouts as students.

The Adult Basic Education Program will continue to maintain as basic policy the number one priority of reaching the most undereducated of the adult population. Within this first priority, heavy emphasis will be placed on recruiting and retaining adults less than 45 years of age who are undereducated heads of households, welfare recipients, and unemployed or underemployed.

LOCAL OFFICE Birmingham Board of Education
 PERSON TO CONTACT Dr. W.C. Matherson
 ADDRESS 2015 - 7th Avenue North, Birmingham, Alabama 35203
 TELEPHONE NUMBER 323-8521

LOCAL OFFICE Jefferson County Board of Education
 PERSON TO CONTACT Dr. Robert Carter
 ADDRESS 716 North 21st Street, Birmingham, Alabama 35203
 TELEPHONE NUMBER 325-5244

Notes: Also see
 Miles College (ECHO Program)
 Mr. Arthur C. Williams
 5500 Avenue G, Fairfield, Birmingham, Alabama 35208
 780-6490

American Red Cross

Program Description and Target Population:

1. Sets up emergency loans for service men, also emergency leaves.
2. Provides food, shelter, clothing, medical aid to disaster victims.
3. Provides nursing services in communities when there is a need.
4. Collects blood.
5. Conducts first aid programs.
6. Provides small craft training in safety.
7. Conducts water safety program.
8. Organizes high school and junior Red Cross units.
9. Helps provide college for some young people.
10. Works internationally when services are needed in other areas.

LOCAL OFFICE American Red CrossPERSON TO CONTACT ask operator for assistanceADDRESS 2316 - 4th Avenue, North, Birmingham, Alabama 35203PHONE NUMBER 322-5661

Notes:

Area Vocational School

Program Description and Target Population:

Services are available to secondary students 16 years of age or older enrolled in regular high school programs; to post-secondary students who are 16 years or older who have left high school; and to adult are 21 years of age or older.

The Area Vocational School offers:

1. Adult Learning Centers
2. Machine Shop
3. Tool and Die Making
4. Industrial Electricity
5. Electronics
6. Auto Body Repair
7. Auto Mechanics
8. Welding
9. Drafting
10. Carpentry and Woodwork
11. Food Traced
12. Cosmetology
13. Health Occupations
14. Business and Office Education
15. Home Economics
16. Radio and Television Repair
17. Evening Extension Classes
 - Evening classes provide training for employed workers who desire to progress in their jobs. These courses are short and flexible, from 30 to 60 hours, and are designed to serve groups of workers having a common need.

LOCAL OFFICE Birmingham Board of Education

PERSON TO CONTACT Dr. Joe Coupland

ADDRESS 2015 - 7th Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 323-8521

Notes: The Birmingham Board of Education holds vocational classes at Glenn High School, Phillips High School, Olin Vocational School, and Woodlawn Center.

LOCAL OFFICE Jefferson County Board of Education

PERSON TO CONTACT Dr. Robert Carter

ADDRESS 716 North 21st Street, Birmingham, Alabama 35203

TELEPHONE NUMBER 325-5222

Notes: The Jefferson County Board of Education holds vocational classes at Gardendale, Fulntondale and Wenonah Area Vocational Schools and Tarrant Adult Center.

Bureau of Rehabilitation Service

Program Description and Target Population:

Services available through the Bureau of Rehabilitation for the disadvantaged are:

1. Counseling and guidance
2. Medical examination
3. Vocational diagnosis
4. Artificial appliances
5. Training
6. Transportation and maintenance
7. Tools and equipment
8. Placement
9. Follow-up

LOCAL OFFICE Alabama Vocational Rehabilitation Service

PERSON TO CONTACT Mr. L.J. Waller or Mr. Henry W. Aston

ADDRESS 621 South 18th Street, Birmingham, Alabama

TELEPHONE NUMBER 933-7201

Notes:

Center for Development and Learning Disorders

Program Description and Target Population:

The Center for Development and Learning Disorders provides diagnostic and evaluation services for mentally retarded children as a part of inter-disciplinary professional teaching and research program. Patients ranging from infancy to young adulthood are referred by physicians or agencies on a selective and limited basis.*

LOCAL OFFICE Center for Development and Learning Disorders

PERSON TO CONTACT *Family Physician

ADDRESS 1720 Seventh Avenue South, Birmingham, Alabama 35233

TELEPHONE NUMBER 934-5471

Notes: Individuals must contact a physician or agency to certify that the person needs the services.

Child Welfare

Program Description and Target Population:

In 1960 the Department of Child Welfare was designed to administrate and supervise services to neglected, dependent, and delinquent children, including adoption; locating and planning for all children who are dependent, neglected and abandoned, or in danger of becoming delinquent; and performing such other services as may be deemed necessary for the welfare of children.

The following services are available:

1. Supervision of Youth and Services to Courts
2. Foster Care-Group Homes - Maternity Homes
3. Homemaker Services
4. Medical Residences
5. Protection Services
6. Community Resources Development
7. Emergency Shelter Care
8. Day Care
9. Detention, Security and Diagnostic Services
10. Adoptions
11. Special Services
12. Program Planning and Control

LOCAL OFFICE Jefferson County Dept. of Pensions and Security

PERSON TO CONTACT Ms. Lois Ann Ray

ADDRESS 1321 South 5th Avenue, Birmingham, Alabama

TELEPHONE NUMBER 322-5411

Notes:

City-County Welfare Department

Program Description and Target Population:

Services available for the disadvantaged:

1. Emergency needs - food, clothing, rent and utilities
2. Commodity food program - based on income and size of family
3. Travelers aid
4. Home for school aged, poverty level children

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: There is not a City-County Welfare Department in the Birmingham-Jefferson County area at the present time.

Civic Organizations and Service Clubs

| <u>Service Provided</u> | <u>Organization or Club</u> |
|--|--|
| 1. Scholarship | 1. Business and Professional Womens Club |
| PERSON TO CONTACT <u>Mrs. Bobby Lowery</u> | |
| TELEPHONE NUMBER <u>323-8561</u> | |
| 2. Scholarship | 2. Jaycees |
| PERSON TO CONTACT <u>Mr. Frank Erkel</u> | |
| TELEPHONE NUMBER <u>321-2329</u> | |
| 3. Community and Industrial Improvement | 3. Chamber of Commerce |
| PERSON TO CONTACT _____ | |
| TELEPHONE NUMBER <u>323-5461</u> | |
| 4. Eyes examination and eyeglasses | 4. Lions Club |
| PERSON TO CONTACT <u>Mr. Conville</u> | |
| TELEPHONE NUMBER <u>879-5871</u> | |
| 5. Scholarships | 5. Rotary Club |
| PERSON TO CONTACT <u>Ms. Betty Morrison</u> | |
| TELEPHONE NUMBER <u>251-1995</u> | |
| 6. Community Schools Program Clothing | 6. Junior League of Birmingham |
| PERSON TO CONTACT <u>Mrs. John Harold</u> | |
| TELEPHONE NUMBER <u>office: 879-9861 or 879-3842</u> | |

Civil Service

Program Description and Target Population:

Assistance in applying for Federal-Service Entrance Examinations for federal jobs and information on job openings in the area. Always openings for clerk typists in Washington, D.C.

LOCAL OFFICE CIVIL SERVICE-INFORMATION

PERSON TO CONTACT Mr. Fred Clark

ADDRESS 1800 5th Avenue North, Birmingham, Alabama 35203

TELEPHONE 325-6091

Notes:

College or University

Program Description and Target Population:

Services Available:

1. For Students
 - a. testing and counseling
 - b. financial aid
 - c. job placement
 - d. educational and occupational placement
2. For Prospective Students
 - a. admissions and career counseling
 - b. educational and occupational placement
 - c. special testing
3. Special Services
 - a. GED (General Educational Development) testing
for High School Equivalency Certificate
 - b. Continuing Education Program

Colleges in the Birmingham-Jefferson County area:

COLLEGE University of Alabama in Birmingham (UAB)

ADDRESS 1919 Seventh Avenue South, Birmingham, Alabama 35233

TELEPHONE NUMBER 934-4011

COLLEGE Birmingham Southern College

ADDRESS 800 Eighth Avenue West, Birmingham, Alabama 35204

TELEPHONE NUMBER 328-5250

COLLEGE Daniel Payne College

ADDRESS 6416 Washington Boulevard, Birmingham, Alabama 35212

TELEPHONE NUMBER 592-7791

(Continued)

COLLEGE Jefferson State Junior College
ADDRESS 2601 Carson Road, Birmingham, Alabama 35215
TELEPHONE 853-1200

COLLEGE Lawson State Junior College
ADDRESS 3060 Wilson Road, Wenonah Birmingham, Alabama 35221
TELEPHONE 788-1666

COLLEGE Miles College
ADDRESS 5500 Avenue G Fairfield, Birmingham, Alabama 35208
TELEPHONE 780-2011

COLLEGE Samford University
ADDRESS 800 Lakeshore Drive, Birmingham, Alabama 35209
TELEPHONE 870-2011

Notes:

Community Action Program - CAP

Program Description and Target Population:

The CAA is an agency which has a broad range of activities and purposes aimed at developing the individual and collective capacities of residents. Specifically, the aspects of CAA activity most relevant to comprehensive manpower planning are:

1. CAAs may be prime sponsors for locally planned manpower programs funded by the Department of Labor, including the Concentrated Employment Program.
2. CAAs may be funding agent of OEO-HEW-Labor jointly funded programs--Opportunity Industrialization Centers (OIC) and service, employment, rehabilitation (SER-Programs).
3. CAAs may operate locally devised manpower programs funded by OEO as local initiative projects.
4. CAAs may operate dispersed community facilities which already serve as or have the potential for serving as outreach stations.
5. CAAs may be operators of, or potential operators of, social programs which are supportive to manpower programs --e.g., child day care, economic development, or legal services.

CAAs will continue to direct their manpower efforts exclusively upon the hard-core unemployed and underemployed poor.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Dr. David Singleton (director)

ADDRESS 2308 Fourth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 328-1545

Notes:

Community Coordinated Child Care (4-C) Program

Program Description and Target Population:

The 4-C Program is designed to provide a mechanism for the coordination of child day care services at the state and local levels. Its basic aims are (1) the orderly and systematic expansion of child care services and (2) assuring continuity of such services. Duplication of services gaps in existing services can be eliminated by this interagency planning and coordination.

The 4-C Program can be well utilized by manpower planners in identifying day care services available to mothers interested in training or work.

LOCAL OFFICE Head Start (JCCEO)

PERSON TO CONTACT Mr. Andrew L. Cooper

ADDRESS 2308 Fourth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 328-1545

Notes: There is no local office for Community Coordinated Child Care Program in Birmingham.

Contact Day Care Services, Inc., 3600 Eighth Avenue, South
252-8367 or any of the private day care centers.

Community School Program - Board of Education

Program Description and Target Population:

The concept of community education is based on the premise that education should be relevant to people's needs and that local resources can be united to solve community problems.

It expands the role of the traditional school from that of a formal learning center primarily for young people, operating six hours a day, five days a week, 39 hours a year, to a community human development center providing self-improvement opportunities to all segments of the population on a schedule that is virtually around the clock--around the year.

It provides a wide variety of educational opportunities without restriction to clientele to be served, the facilities required, or time of the program. Programs in community education vary from vocational training to recreational activities, baby clinics, to after-school enrichment programs.

Because each community determines its educational and recreational activities, the programs vary in each locality according to the wishes of that school population. Programs are all-inclusive, however, relating to ages of children and adults.

Examples of Community School Programs include:

| <u>for children</u> | <u>for teens</u> | <u>for adults</u> |
|-------------------------|-----------------------|-----------------------|
| spelling league | teen clubs | senior citizen's club |
| summer day camp | road races | community council |
| boys' service club | athletic clubs | one-parent family |
| after-school study hall | social clubs | blooperball |
| bachelors' club | service clubs | women's club |
| roller skating | teen beauty and charm | men's club |
| breakfast program | | adult education |
| art enrichment | | programs for second |
| mathematics and | | shift workers |
| science for fun | | |

SCHOOL Brighton High School

PERSON TO CONTACT Mr. Hugh Colston (Director)

ADDRESS 3300 Brown Circle, Brighton Alabama 35020

TELEPHONE NUMBER 425-4021

(Continued)

SCHOOL Cahaba Heights Elementary School

PERSON TO CONTACT Mr. Hollis Hyde (Director)

ADDRESS 4401 Dolly Ridge Road, Birmingham, Alabama 35243

TELEPHONE NUMBER 967-0830

SCHOOL Woodlawn High School

PERSON TO CONTACT Mr. Jim Felton (Director)

ADDRESS 5624 First Avenue North, Birmingham, Alabama 35212

TELEPHONE NUMBER 595-7871

SCHOOL _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Community Theatre Project

Program Description and Target Population:

The purpose of the Community Theatre Project is to attack the poverty of spirit through cultural self-expression. It aims at developing artistic talent at the neighborhood level.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Miss Vera Marcus

ADDRESS 2308 Fourth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 328-1545

Notes:

Comprehensive Care Center

Program Description and Target Population:

The purpose of the Comprehensive care Center is to provide mental health and mental retardation service.

Services include 24-hour emergency treatment, inpatient hospitalization for mental or emotional disturbance, outpatient treatment, partial hospitalization, and consultation and education for community groups related to mental health or mental retardation. The staff strives to cope with mental and emotional illnesses, family problems, alcoholism, drug abuse, learning and behavior problems, and mental retardation.

Financed by Federal and state funds, donations, and patients' fees which are based upon the patient's ability to pay.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE _____

Notes: There is no Comprehensive Care Center of this type in the Birmingham-Jefferson County area at the present time.

Concentrated Employment Program - CEP

Program Description and Target Population:

The Concentrated Employment Program is designed to make a significant impact on the manpower problems of seriously disadvantaged persons in extremely depressed rural areas and inner city ghettos. A distinctive feature is concentration of services in such problem areas.

CEP links discrete manpower programs into a unified delivery system by combining the optimum mix of resources into a single project with one local sponsor. The objective of the program is to provide the disadvantaged with all the services and continuity of such services needed to obtain and retain a job at a livable economic level.

Applicants selected for appointment and meeting CEP eligibility requirements are provided the following services:

1. Pre-employment orientation
2. Vocational coaches to ease the adjustment to job-encountered problems.
3. Two hours per day of basic education to enable the trainee to attain the academic ability to pass civil service examinations for higher job levels.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Ms. Mary Douglas Hawkins

ADDRESS 2121 Eighth Avenue North (6th floor) B'ham, Ala. 35203

TELEPHONE NUMBER 322-3424

Notes:

City or County Health Department

Program Description and Target Population:

Services available for the disadvantaged:

1. Mobile unit chest x-ray at frequent intervals.
2. 14 x 17 chest x-rays when recommended by physicians.
3. Routine immunizations
4. Bi-monthly tuberculosis outpatient clinic
5. Diabetes screening
6. Venereal disease tests and treatments
7. Hearing tests
8. Vision tests
9. School health services
10. Home visits by nurse
11. Planned parenthood assistance
12. Cervical cancer tests (Pap smears)
13. Plumbing inspections
14. Soil percolation tests
15. Rabies control services
16. Water sampling
17. Issue verifications of births and deaths
18. Laboratory services for many communicable diseases.

LOCAL OFFICE Jefferson County Health DepartmentPERSON TO CONTACT Dr. George E. Hardy Jr.ADDRESS Public Health Building, 1912 8th Avenue SouthBirmingham, Alabama 35233TELEPHONE NUMBER 324-9571

Notes:

Experimental and Demonstration Program

Program Description and Target Population

The principle aim of the Experimental and Demonstration (E&D) Program is to develop and test, through actual project operation, new ideas and techniques on how to meet manpower problems more effectively--particularly the problems of disadvantaged groups. In general E & D projects are characterized by (a) focus on distinctive techniques for aiding major disadvantaged groups who are not ordinarily aided effectively by regular program techniques, and/or (b) the use of institutions not ordinarily used as sponsoring agencies by the regular manpower programs, and/or (c) strong emphasis on formal measurement and analysis of the effectiveness of various manpower services.

Target populations are comprised of various groups--e.g., youth, prison inmates, handicapped--among the total disadvantaged population. It is not appropriate to attempt to qualify target groups since, in all, fewer than 50 new projects are funded each year. About three-quarters of these are operational, while the others are developmental or are analytic assessments of project operations.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: Although several experimental and demonstration programs are being conducted in the Birmingham-Jefferson County area through different agencies, there is no particular office which coordinates all of these programs.

Family Planning Program

Program Description and Target Population:

This health program is conducted by Planned Parenthood in the JCCEO Neighborhood Service Centers and at Mercy Hospital. Family counseling, education examination, suppliers and instruction in all aspects of planning methods are available as well as complete physical examinations and appropriate referral services.

LOCAL OFFICE Planned Parenthood-Birmingham Area, Inc.

PERSON TO CONTACT Mrs. Berney M. Rogers

ADDRESS 1714 11th Avenue South, Birmingham, Alabama 35205

TELEPHONE NUMBER 933-8444

Notes:

Farmers Home Administration--Rural Housing Loans

Program Description and Target Population.

This program helps meet the housing needs of low-income rural residents who are unable to finance housing improvements for themselves or are unable to obtain reasonable credit terms elsewhere.

Rural housing loans are made to farmers and other rural residents in open country and small rural communities with a population of not more than 5,500. Loans are made to construct and repair homes and essential farm buildings and to purchase homes or home sites.

Loans are also made for rental and cooperatively owned housing. Funds may be used to build, buy, improve or repair cooperatively owned housing for senior citizens and other low- or moderate-income rural families.

Loans are made to individual farmers, groups of farmers, or private nonprofit organizations to finance housing facilities for domestic farm labor.

LOCAL OFFICE Farmers Home Administration

PERSON TO CONTACT Mr. Roger P. Traywich (county supervisor)

ADDRESS P.O. Box 797, Columbiana, Alabama 35251

TELEPHONE NUMBER 699-6211

Notes:

Federal Housing Administration--
Interest Supplements on Home Mortgages

Program Description and Target Population

This program enables low-income families to buy a home membership in a cooperative housing project.

HUD makes monthly payments to the mortgages to reduce interest costs to as low as 1 percent on a home mortgage insured by the FHA. The homeowner must pay at least 20 percent of his adjusted monthly income on the mortgage. Amounts of subsidies vary according to the income of the individual homeowners and the total amount of the mortgage payment at the market rate of interest. Family income and mortgage limits are established for eligibility in each locality. Assistance may be provided for new or substantially rehabilitated homes and, in a limited number of cases, for existing homes without rehabilitation.

The applicant may be any one whose income qualifies him for the subsidy aid, and who applies to a lending institution approved by FHA as a mortgagee.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Mrs. Olivia B. Eaton

ADDRESS 2308 Fourth Avenue North Birmingham, Alabama 35203

TELEPHONE NUMBER 328-1545

Notes:

Federal Housing Administration

Mortgage Credit Assistance for Homeownership

Program Description and Target Population:

This is a program to provide mortgage insurance to finance homeownership for low- and moderate-income families whose credit history does not qualify them for insurance under normal standards.

Low- and moderate-income families who are marginal credit risks may be low- and moderate-income families whose credit records indicate that they could manage their financial and other affairs in such a way as to achieve homeownership successfully if and when budget, debt management, and related counseling are available.

Application is made to the designated volunteer agency approved by FHA.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Mrs. Olivia B. Eaton

ADDRESS 2308 Fourth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 328-1545

Notes:

Federal Housing Administration--Rent Supplements

Program Description and Target Population

The goal of this program is to make decent housing available to low-income individuals and families.

Federal rent supplement payments are made to owners of certain private housing projects. The rent supplement payment for a tenant amounts to the difference between 25 percent of his income and the fair market rental for the unit he occupies. As the tenant's income changes, the rent supplement is increased or decreased accordingly. If his income rises to the point where he can pay the full rent, he may continue living in the same unit without rent supplement.

Tenants whose incomes fall within prescribed limits may be eligible for rent supplements if they also qualify in one of the following ways; are elderly or handicapped (or have an elderly or handicapped wife or husband); are displaced by governmental action; are occupants of substandard housing; are present or former occupants of dwellings damaged or destroyed by natural disaster since April 1, 1965.

LOCAL OFFICE Birmingham Housing Authority

PERSON TO CONTACT Mrs. Melba Moebes

ADDRESS 600 North 24th Street Birmingham, Alabama 35203

TELEPHONE NUMBER 324-0641

Notes:

Food and Nutrition Service--Food Assistance Program**Program Description and Target Population**

This program provides food assistance for children and low-income families through child nutrition, food stamps, and commodity donation programs. It seeks to assure an adequate and nutritious diet for children in school and group situations such as day-care centers and summer activities, with particular emphasis on children in low-income areas and on low-income families.

LOCAL OFFICE Food Stamp Program

PERSON TO CONTACT Mrs. Rita Tucker (Director)

ADDRESS 1321 5th Avenue South, Birmingham, AL 35233

TELEPHONE NUMBER 323-7701

Note:

Higher Education Project - Public Assistance

Program Description and Target Population:

High School students from public assistance families, who have the potential for college, are selected to participate in the Higher Education Project to ensure the benefits of higher education.

The program pays a small monthly grant to these students and provides counseling services so that a student can better cope with the financial and social problems of college life.

LOCAL OFFICE Alabama Center for Higher Education

PERSON TO CONTACT Dr. Richard Arrington

ADDRESS 2121 8th Avenue North

TELEPHONE NUMBER 324-4626

Notes: Not a representative of the Higher Education Project in Birmingham. However, the Alabama Center for Higher Education has a program which closely resembles it -- the Alabama Center for Higher Education.

The Alabama Center for Higher Education recruits high school students and veterans for its member colleges and works to persuade the member colleges and works to pay tuition for these students. No funds come directly from the Alabama Center for Higher Education.

Housing Assistance Administration --
 Urban Renewal and Housing
 Assistance: Low Rent Public Housing
 Tenant Service
 Relocation

Program Description and Target Population:

Low Rent Public Housing - helps public agencies provide decent, safe, and sanitary housing for low-income families at rents they can afford.

Tenant Service - helps finance tenant services for families living in low-rent public housing projects. Included are such services as counseling on housekeepin, money management, and child care matters; advice on resources for meeting employment, educational health and other community services; services directly related to tenant needs and providing a wholesome living environment; and if needed, referral to agencies that provide these services.

Relocation - this program assists in the relocation of individuals families, businesses, and nonprofit organizations displaced by HUD programs.

For individuals and families, up to \$200 for moving expenses (including storage costs) and direct loss of property.

For low-income families and elderly or handicapped individuals unable to obtain public housing or federal rent supplement housing, additional relocation payments of up to \$500 per year for a two-year period.

LOCAL OFFICE Birmingham Housing Authority

PERSON TO CONTACT Mr. Hugh Denman

ADDRESS 600 North 24th Street, Birmingham, Alabama 35203

TELEPHONE NUMBER 324-0641

Notes:

Job Corps

Program Description and Target Population:

Job Corps provides a residential rehabilitation program for disadvantaged youth whose home or community environment is so culturally deprived that it inhibits success in other remedial or preparatory training activities, or who are located in rural or other areas where work and training opportunities are not available. Services include: vocational training, basic education, counseling, work experience training. As stated in the authorizing legislation, its purpose is to assist "low income, disadvantaged young men and women... to be once more responsible employable, and productive citizens..." The law limits enrollment to ages 14 through 21, and as a matter of operating practice Job Corps enrolls youth only in ages 16 through 21.

LOCAL OFFICE Alabama State Employment Service
PERSON TO CONTACT Mr. D.L. Culpepper
ADDRESS 1816 8th Avenue North, Birmingham, Alabama 35203
TELEPHONE NUMBER 251-1181

Notes:

JOBS
Job Opportunities in the Business Sector

Program Description and Target Population.

JOBS is an innovative undertaking by industry and government to provide employment and training to disadvantaged unemployed people and to upgrade workers in low skill occupations.

The program involves a commitment by private employers to first hire and then train JOBS participants, thereby eliminating the frustration which results from training with only the hope of eventual employment. The JOBS participant is paid the usual wage for the position in which he is being hired and given all the benefits provided to regular employees. The JOBS program also encourages employers to provide the full range of supportive services needful for disadvantaged entry-level workers to become permanent productive members of the labor force and for employees trapped in low-skill jobs to progress to better jobs. These services may include counseling, orientation, job-related education, minor medical care, child care, and transportation.

LOCAL OFFICE National Alliance of Businessmen

PERSON TO CONTACT Mr. King Sparks, Jr.

ADDRESS 1432 Daniel Building, Birmingham, AL 35233

TELEPHONE NUMBER 325-6035

Note: This program does not exist in the Birmingham-Jefferson County area at the present time.

Labor Mobility Project

Program Description and Target Population:

The Labor Mobility Project is one of a series of experimental projects conducted in the United States to assess the effectiveness of reducing unemployment and increasing the mobility of unemployed workers by providing supportive social services and financial assistance to meet their relocation expenses.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: This program does not exist in the Birmingham-Jefferson County area at the present.

Legal Services Program

Program Description and Target Population:

The Legal Services Program serves as the legal advocate for low income persons and groups who are faced with housing, consumer credit, welfare and employment difficulties.

LOCAL OFFICE Legal Aid Society of Birmingham, Inc.

PERSON TO CONTACT Mr. Lewis Gwaltney

ADDRESS Jefferson County Courthouse, 716 North 21st St. B'ham

TELEPHONE 325-5319

Notes:

Local Public School System

Program Description and Target Population:

Services available:

1. ABE classes
2. Counseling
3. GED applications and information
4. School lunch program

LOCAL OFFICE Birmingham Board of EducationPERSON TO CONTACT Dr. Sparks (acting superintendent)ADDRESS 2015 Seventh Avenue NorthTELEPHONE NUMBER 323-8521LOCAL OFFICE Jefferson County Board of EducationPERSON TO CONTACT Dr. J. Revis Hall (Superintendent)ADDRESS A-400 Courthouse Annex 716 North 21st Street No.Birmingham, Alabama 35203TELEPHONE NUMBER 328-4740

Notes:

MDTA Institutional, On-the-Job Training and
Part-Time and Other Training

Program Description and Target Population:

The objectives of the Manpower Development and Training Act are:

1. To provide occupational training and supportive services for unemployed and underemployed persons who cannot obtain appropriate full-time employment without training.
2. To upgrade present skills, and to meet the job needs of workers displaced by automation, technological change, geographical relocation of industry and other changes in the job market.

To achieve these goals and in order to tailor them to the needs of the primary target group, the disadvantaged, it has been necessary to provide a wide variety of services in addition to vocational orientation, pre-vocational training, health services, counseling, and placement services.

LOCAL OFFICE Alabama State Employment Service

PERSON TO CONTACT Mr. D.L. Culpepper

ADDRESS 1816 Eighth Avenue North, Birmingham, Alabama

TELEPHONE NUMBER 251-1181

Notes:

Military Education Directed Into Health Careers
("Operation MEDIHC")

Program Description and Target Population:

"Operation MEDIHC" was initiated by the Departments of Defense and Health, Education, and Welfare to recruit discharged servicemen with experience in health occupations into education and/or employment for civilian health careers counseling to servicemen three months prior to discharge and identifies an agency in each state to counsel and to receive names, addresses, and backgrounds of servicemen seeking health careers, education, or employment opportunities in that state.

LOCAL OFFICE Regional Technical Institute

PERSON TO CONTACT Mr. Tom Abercrombie

ADDRESS 1700 Ninth Avenue South, Birmingham, Alabama 35205

TELEPHONE NUMBER 934-4194

Notes:

National Apprenticeship Program

Program Description and Target Population:

The National Apprenticeship Program provides for the promotion, improvement, and expansion of apprenticeship and other industrial training programs. Technical assistance is provided to employers, labor unions, and community organization in evaluating skill requirements and in promoting training programs of skill development. Information is provided on training methods, successful systems, available facilities and services. Advice and technical assistance are provided on establishing in-plant organizations and training. Where collective bargaining is practiced, management and unions are brought together jointly to install and sponsor skill development.

In FY 1971 the National Apprenticeship Program emphasizes the nationwide promotion of apprenticeship opportunities for those who need assistance most--youth people who suffer from bias and discrimination in their search for jobs. The key to creating more jobs for minorities and the disadvantaged is to enable them to develop the skills that today's highly technical job market demands. Existing training programs will be expanded to take more of the underprivileged into their training programs.

LOCAL OFFICE Human Resources Development Institute
PERSON TO CONTACT Mr. Glen Cole
ADDRESS 1712 Seventh Avenue North, Birmingham, Alabama 35203
TELEPHONE NUMBER 328-5866

Notes: There is no office for the National Apprenticeship Program in the Birmingham-Jefferson County area at the present time.

The Human Resources Development Institute handles job placement and training and can direct the client to other offices relevant to the National Apprenticeship Program.

Neighborhood Youth Corps - NYC

Program Description and Target Population:

The Neighborhood Youth Corps (NYC) is designed to provide disadvantaged youth with paid work and training opportunities. The program consists of three components: In-School, Summer, and Out-of-School. The In-School and Summer components provide part-time employment, useful work experience, and supportive services to students from low-income families. The Out-of-School component provides skill training opportunities, remedial education, work experience, income and incentives, and a wide variety of other features to improve the youth's employability.

The In-School and Summer programs are directed to youths in the ninth through twelfth grades or students who are 16 or 17 years old at the time of enrollment, usually high school dropouts and from poor families.

LOCAL OFFICE Jefferson County Committee for Economic Opportunity

PERSON TO CONTACT Robert O. Davis

ADDRESS 1804 Seventh Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 251-5147

Notes:

New Careers Program

Program Description and Target Population:

The New Careers Program trains unemployed and underemployed adults, aged 22 or older for career employment in social service fields.

New Careers enrollees can train for jobs such as nurse's aide, laboratory technician, youth worker, hospital aide, teacher assistant, and social service aide. They can work in hospitals, schools, homes for aged, clinics, neighborhood and community centers, police departments, and correctional institutions.

Enrollees are paid the legal federal or state minimum wage or the prevailing wage for comparable work, whichever is highest, for all time spent in work and training up to 40 hours a week. Enrollees are compensated for time spent in related activities, such as remedial and basic education and specific skill training. In addition, they receive personal and vocational counseling.

Each person selected for New Careers training projects must be:

1. Twenty-two years of age or older
2. A permanent resident of the United States
3. Unemployed, with a family income below the poverty line.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: This program does not exist in the Birmingham-Jefferson County area at the present time.

Operation Mainstream

Program Description and Target Population

Operation Mainstream is a job creation and work training program for chronically unemployed poor adults (22 years of age or over), mainly in rural areas, who have no reasonable prospects for full-time employment or training assistance under other programs. Enrollees participate in projects designed to improve or beautify the community or areas served. Project activities contribute to the management, conservation, or development of the natural resources, recreational areas, parks, highways, and other lands in rural areas and small towns. The regular Mainstream program provides 40-hour work weeks. In addition, work and training opportunities are provided in projects for senior citizens which limit the work week to 20 hours.

This program serves persons who are underemployed or unemployed as a result of age, discrimination, or lack of opportunity.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: This project does not exist in the Birmingham- Jefferson County area at the present time.

Opportunities Industrialization Centers- OICs

Program Description and Target Population:

The OIC is a privately organized and directed training program emphasizing minority group leadership and enrolment, extensive use of volunteers, and assistance and participation by industry. Its purpose is to recruit and train unemployed workers who ordinarily have not been attracted to public agency programs. Patterned after a model first developed in Philadelphia, OIC provides occupational training in skill development centers. A key feature of the program is involvement of employers in the training and subsequent placement of participants.

LOCAL OFFICE Opportunities Industrialization Center

PERSON TO CONTACT Mr. Ronald Marshall

ADDRESS 1820 1st Avenue North - Bessemer, Alabama 35020

TELEPHONE NUMBER 425-3251

Notes:

Parent-Child Development Center

Program Description and Target Population:

The Parent-Child Development Center is a demonstration project in early childhood education for low-income families and their children under three years of age. The program offers educational, nutritional, social, health, counseling, and instructional services.

LOCAL OFFICE Parent-Child Development Center

PERSON TO CONTACT Mrs. Juanita Briggs

ADDRESS 410 South 13th Street, Birmingham, Alabama 35233

TELEPHONE NUMBER 252-4131

Notes:

Public Assistance

Program Description and Target Population:

The primary purpose of Public Assistance programs is to provide needy persons with income to supplement their own resources, to enable them to secure the necessities of life and achieve the greatest economic and personal independence possible. The programs consist of providing financial assistance to the needy aged, blind, or disabled persons and needy children deprived of parental care or support because of death, incapacity, or absence of the parent. These financial assistance programs and a comprehensive medical service program to provide social casework services to strengthen family life, self-support, self-care and rehabilitation, are the basic, on-going, day-to-day services provided by the public assistance program.

Outline of Services:

1. Financial
 - a. aged (65), blind or disabled (18) - (AABD)
 - b. families with dependent children (under 21)- (AADC)
2. Social Services
 - a. financial affairs
 - b. legal
 - c. living conditions
 - d. medical services or protection
 - e. congregate care facilities
 - f. AFDC - Vocational Rehabilitation (mothers)
 - (1) employment
 - (2) medical services
 - (3) educational services
 - (4) family planning
 - (5) reuniting families
3. Medical Assistance
 - a. hospitalization
 - b. physician services
 - c. dental benefits
 - d. nursing home service
 - e. hospital out-patient service
 - f. state mental and TB hospitals
 - g. home health agency benefits
4. Food Stamp Program
 - a. coupons for purchase of food

LOCAL OFFICE Alabama Department of Pensions and Security

PERSON TO CONTACT _____

ADDRESS 1321 Fifth Avenue South, Birmingham, Alabama 35233

TELEPHONE NUMBER 322-5411

Public Service Careers

Program Description and Target Population:

Public Service Careers is a new manpower program created to secure, within merit principles, permanent employment for the disadvantaged in public service agencies and to stimulate upgrading of current public sector employees. The purpose is to meet manpower needs of public agencies while expanding jobs for the disadvantaged.

The four major strategies for implementing the program are:

1. Employment and upgrading in state, county, and local governments.
2. Employment and upgrading in agencies receiving federal grants-in-aid.
3. New Careers in human services.
4. Employment and upgrading in the federal service (still in developmental phase in mid-FY 1970).

The target population for entry will continue to be disadvantaged persons. For upgrading...the target population will be under-utilized, low-income employees.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes:

Selective Service Rehabilitants

Program Description and Target Population:

The Employment Service cooperates with the Selective Service in a program of intensive service to unemployed and underemployed young men who fail to meet the educational or intelligence standards of the Armed Forces. They lack ordinary motivation or ambition. The program is designed to provide an opportunity for them to work their way back.

Local offices have prepared lists of jobs or fields of work which offer the greatest opportunities for this group. Surveys indicate that these young men have the potential for occupations involving machinery, structural work, bench crafts, mechanical repairing, and food service. Job possibilities that may lead to suitable employment are thoroughly explored. If needed, group sessions in job finding are conducted.

LOCAL OFFICE Alabama Center for Higher Education

PERSON TO CONTACT Dr. Richard Arrington

ADDRESS 2121 Eighth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 324-4626

Notes:

Social Security Administration

Program Description and Target Population:

Services available

1. Income Maintenance
 - a. Social Security Retirement Benefits
 - b. Social Security Survivors Benefits
 - c. Social Security Disability Benefits
2. Medical Assistance
 - a. "Medicare" enrollment
 - (1) hospital insurance
 - (2) medical insurance
 - b. Medicaid
 - c. Filing Claims for Medical Insurance
3. Records Maintenance
 - a. Issues original and duplicate social security account numbers
 - b. Provides "Medicare" claim number to physician and hospitals.

LOCAL OFFICE Social Security Administration

PERSON TO CONTACT _____

ADDRESS Room 104, 2121 Eighth Avenue North, Birmingham, Ala. 35203TELEPHONE NUMBER 325-3581

Notes:

State Employment Security Agencies

Program Description and Target Population:

The purposes of the Federal-State Employment Service System are:

1. To operate a placement service for all job-seekers.
2. To provide counseling, testing and other manpower services.
3. To provide employability assistance to groups with special problems; e.g., the handicapped, the disadvantaged, youth, older workers, and veterans.
4. To conduct job development activities on behalf of ES clients.
5. To provide industrial services to employers, including assistance with in-plant training and matching job requirements with workers' skills.
6. To develop, collect, and disseminate labor market information.
7. To provide specified placement service to workers and employers in the agricultural and woods industries.
8. To provide manpower planning expertise to community organizations in dealing with economic development and social problems.
9. To determine training needs and assist in the development of programs to meet these needs.

Selected ES services to disadvantaged applicants:

1. Applications
2. Counseling interviews
3. Job development contacts
4. Placements
 - a. non-farm
 - b. farm
 - c. special
5. Referrals to training
 - a. Job Corps
 - b. Neighborhood Youth Corps - NYC
 - c. Manpower Development and Training Act - MDTA
 - d. Work Incentive Program - WIN

The target population for the Employment Service programs is all unemployed persons in need of manpower services. However,

major efforts are directed to those persons most in need of such services; i.e., the poor, older workers, youth and disadvantaged persons in rural and inner-city areas.

LOCAL OFFICE Alabama State Employment Service

PERSON TO CONTACT Mr. Robert G. Wiggins

ADDRESS 1816 Eighth Avenue North, Birmingham, Alabama 35203

TELEPHONE NUMBER 252-1181

Notes:

Unemployment Insurance

Program Description and Target Population:

Unemployment Insurance is a program for income maintenance during periods of involuntary unemployment due to lack of work, which provides partial compensation of wage loss as a matter of right.

The unemployment insurance claims are filed through the local office of the Employment Service at which unemployed workers, including federal civilian employees and ex-servicemen, register for work and file claims for benefits.

Payment Process: The payment process is initiated by the filing of a valid claim by a worker. In order for a claim to be valid the worker must have earned:

1. At least \$250 in one calendar quarter in his base period;
2. Total base-period wages equal to at least 1 3/8 times his high quarter wages; and
3. Wages in the last two quarters of his base period equal to at least eight times his weekly benefit rate.

If all the above requirements are met, such claim establishes for the worker a benefit year, his weekly benefit rate, and the maximum amount of benefit he may receive during his benefit year.

LOCAL OFFICE Alabama State Unemployment Compensation Agency

PERSON TO CONTACT Mr. Lloyd W. Taylor

ADDRESS 714 North 19th Street, Birmingham, Alabama 35203

TELEPHONE NUMBER 251-1181

USDA Committees for Rural Development

Program Description and Target Population:

USDA Committees for Rural Development promote overall rural area development by assisting people and communities to identify services they need for economic, social, and cultural growth and to locate and secure the needed services. They also assist individuals and organized development groups, including public bodies, private nonprofit associations, and rural area development projects inventories, and surveys, and in making programs such as CAPs effective in rural areas.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: There are no USDA Committees for Rural Development in this area at the present time. The Department of Agriculture is in the process of reworking rural development committees and this program or a similar one may be available at a later time.

Veterans Administration

Program Description and Target Population:

The Department of Labor and the VA have a cooperative national agreement to facilitate the vocational adjustment of veterans. It is the responsibility of the employment service to provide job counseling, employment placement, and job market information.

If the veteran (service-connected disabled veteran or cold war veteran) is not prepared to the VA for rehabilitation, education and training, vocational counseling, and any other appropriate services to return him to competitive employment. The VA will refer a veteran to the ES under the following circumstances:

1. The veteran desires assistance in obtaining employment rather than advisement or training.
2. As a result of vocational counseling, employment rather than training is determined to be the appropriate action.
3. The veteran who is in training status under Public Law 16 cr 894 and who is to be declared rehabilitated in 60 days desires assistance in obtaining employment.
4. The veteran requests employment information and/or assistance in obtaining employment.
5. The veteran requests employment information and/or assis

Veterans referred to the ES by the VA are to be given all available appropriate service, with disabled veterans being given first priority.

LOCAL OFFICE Veterans Administration Hospital

PERSON TO CONTACT Mr. Erwin-Veterans Assistance Counselor

ADDRESS 700 South 19th Street, Birmingham, Alabama 35233

TELEPHONE NUMBER 933-8101

Notes:

Vocational Extension

Program Description and Target Population:

The long-range goals of local vocational education are:

1. Maintain and improve existing programs.
2. Develop a closer working relationship with local citizens, school personnel, and students.
3. Initiate cooperative programs
 - a. Provide on-job training experience for senior students.
 - b. Utilize local businesses as a training lab.
 - c. School and business community combine efforts to promote cooperative organizations
 - d. To continue to individualize instruction so each student may reach full potential.
4. Placement Bureau
 - a. To aid students in jobs suitable for their training.
5. Guidance Counselor (Vocational).
6. To continue to upgrade facilities and programs to meet technological trends.

Classes offered at Vocational Extension are:

1. Industrial Electricity.
2. Auto Mechanics
3. Drafting
4. Carpentry and Woodwork
5. Business and Office Education
6. Evening Extension Class

LOCAL OFFICE Birmingham Board of Education

PERSON TO CONTACT Dr. Joe Coupland

ADDRESS 2015 Seventh Avenue North, Birmingham Alabama 35203

TELEPHONE NUMBER 323-8521

LOCAL OFFICE Jefferson County Board of Education

PERSON TO CONTACT Dr. Robert Carter

ADDRESS Jefferson Co. Courthouse - 716 North 21st Birmingham, Ala.

TELEPHONE NUMBER 328-4700

Vocational Rehabilitation

Program Description and Target Population:

The Vocational Rehabilitation Program provides vocational rehabilitation services to handicapped individuals so that they may prepare for gainful occupations commensurate with their maximum overall potential. Services provided may include: evaluation, including diagnostic and related services; counseling personal and vocational adjustment; books and training materials; maintenance; placement; follow-up services; tools, equipment, initial stocks and supplies; management services and supervision for small business enterprises operated under the supervision of the state agency by the severely handicapped; transportation; occupational licenses; reader services for the blind; interpreter services for the deaf; services to family members when such services will contribute substantially to the rehabilitation of the handicapped individual and such other goods and services as are necessary to render a handicapped individual fit to engage in a gainful occupation.

These services are available to individuals who are under a physical or mental disability which constitutes a substantial handicap to employment, but which is of a nature that vocational rehabilitation services may reasonably be expected to enable them to become capable of engaging in a gainful occupation. A new, distinct state program to provide vocational evaluation and work adjustment services to socially and culturally disadvantaged persons was authorized in the 1968 Amendments to the Act, but has not been funded to date.

The target population consists of all disabled individuals who need and want vocational rehabilitation services.

LOCAL OFFICE Alabama State Vocational Rehabilitation Service

PERSON TO CONTACT Mr. Henry Aston

ADDRESS 621 South 18th Street Birmingham, Alabama 35233

TELEPHONE NUMBER 933-7201

Notes:

Work Incentive Program - WIN

Program Description and Target Population:

The purpose of the Work Incentive Program (WIN) is to provide all the services and opportunities necessary to move Aid to Families with Dependent Children (AFDC) recipients from dependency to stable employment at a living wage. WIN provides a comprehensive program of the services required, including child care and other supportive services, funded through a single source. WIN enrollees are provided with training, education, and work experience to prepare them to use their potential in a job. Where there are not suitable work opportunities in other manpower programs or in the job market, special work projects may be developed.

In 1971, target groups, in order of preference are:

1. Unemployed fathers;
2. Dependent youths and essential persons age 16 and over who are not in school, at work, or in training, and for whom there are not educational plans to be implemented within three months;
3. Volunteer mothers for AFDC rolls.

LOCAL OFFICE _____

PERSON TO CONTACT _____

ADDRESS _____

TELEPHONE NUMBER _____

Notes: This program does not exist in the Birmingham-Jefferson County area.

VI. BIBLIOGRAPHY

Cooperative Area Manpower Planning System, Interagency Cooperative Issuance No. 71-2; "National Planning Guidance for Fiscal Year 1971 and Instructions for Preparation and Transmittal of Part B of F.Y. 1971 Comprehensive Manpower Plans." Washington, D.C., May 25, 1970.

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King, Gordon A., and Timothy F. Regan. System for Interagency Coordination In Adult Education, A Report of a Study Conducted by ESC (1211 Connecticut Avenue, N.W., Washington, D.C. 1969.

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U.S. Department of Labor, Summary Guide to Federally assisted Manpower Training and Support Programs. A Report from the 1970 Manpower Report of the President, Washington D.C. 1970

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Community Service Council, Inc. and Alabama Regional Medical Program. Directory of Health, Welfare and Recreation Services. 1971 Edition.

Jefferson County Committee for Economic Opportunity. Directory of Programs 1972-1973.

PROFESSIONAL ASSOCIATIONS, JOURNALS, AND INFORMATION SOURCES

As you work at your job or resume your graduate studies in Adult and Continuing Education, it would be well to seriously consider membership in professional associations and subscriptions to professional journals that will enhance your personal growth in the field, keep you abreast of current developments and further acquaint you with individuals making the decisions in your special interest area of continuing education.

On the highly recommended list are:

NATIONAL ASSOCIATIONS

Adult Education Association of the U.S.A.

National Association for Public Continuing and Adult Education

American Association for Higher Education

National Community School Education Association

STATE ASSOCIATIONS

Join the Adult Education Association in your state.

These divisions are usually formed under two different names, Adult Education Association of (State) and (State) Association for Adult and Continuing Education.

JOURNALS

Convergence - An International Journal of Adult Education

Journal of Extension - Formerly the Journal of Cooperative Extension

Junior College Journal - Published by American Association of Junior Colleges

Adult Leadership - Both published by Adult Education Association

Adult Education - of the U.S.A.

*Student rates are available for most of the above Journals.

INFORMATION SOURCES

Eric Clearinghouse of Adult Education
Syracuse University
107 Roney Lane
Syracuse NY 13210

National Multimedia Center for Adult Basic Education
Adult Continuing Education Center
14 Normal Avenue
Montclair State College
Upper Montclair, NY 07043