

# Dakota County Dislocated Worker Program Information

## What is the Dislocated Worker Program?

The Dislocated Worker Program is an employment program. The goal of the program is to help people obtain employment in positions comparable to their customary work. Fees are not charged for services.

## Who is eligible?

The Dislocated Worker Program is offered to people who are permanently separated from employment. It includes, but is not limited to the following:

- Unemployed due to mass layoffs and business closings.
- Unemployed due to no fault of their own and have a long term attachment to the labor force.
- Former self-employed people who went out of business due to economic conditions or natural disaster.

## What is the process for obtaining these services?

The first step is to fill out an eligibility questionnaire, which is also available online at [www.mnwfc.org/dakota/dwprogram](http://www.mnwfc.org/dakota/dwprogram). **The second step is to turn it into one of the WorkForce Centers in Burnsville or West Saint Paul. Next, someone will contact you regarding your eligibility, if you are eligible you will be registered for an orientation session.**

The orientation consists of an eligibility determination, an outline of additional information about the program, starting the enrollment process by filling out required paperwork and initial assessments, which includes an assessment in math and reading.

Within a few days a referral is made for assignment to a counselor. The counselor will then schedule an individual appointment with you.

## Program Services Available After Program Enrollment:

Assessment and Planning Services: Each participant works on a one-to-one basis with a counselor. An assessment is made of the individual's qualifications and job goals. Labor market trends are examined. The employment potential for possible training programs is assessed. Then, based on program resources, an individual employment plan is established.

Training: Training may be provided to update skills in the individual's employment field. Basic education may be provided to improve reading, writing, math and English skills, or to earn a GED. Training is typically of a short duration, but not always, and funds are limited. Training must be pre-approved by a Dislocated Worker Program Counselor in order to be reimbursed.

Support Services: **LIMITED** financial assistance is available to assist program participants with living expenses during program participation. It is usually a one-time payment.

**Note:** If you need additional assistance, such as an interpreter, you must fill out and call, mail or drop off the Special Needs Request Form (go to [www.mnwfc.org/dakota/dwprogram](http://www.mnwfc.org/dakota/dwprogram) to download) at the WorkForce Center right away. Also, you need to come to a session that is two weeks from now to give us time to set up the additional assistance.

## Additional Guidelines:

- If you use a post office box, you need to provide proof of your permanent physical address.
- If you are currently involved in a labor dispute, your eligibility cannot be reviewed until the dispute is settled.
- You are not eligible if you are currently receiving Worker's Compensation, disability benefits or financial assistance through MFIP, Diversionary Work Program or General Assistance programs.