# MANAGING



JOBS

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# Community agencies that can help

# What services are available to help get you back to work?

All workers have access to many no-cost services through a local **Wisconsin Job Center** (www.wisconsinjobcenter.org).

This is the first step in obtaining information on:

- Unemployment Insurance www.dwd.state.wi.us/ui/
- Job Search Assistance www.wisconsinjobcenter.org/ look forjobs/default.htm
- Career Planning Assistance www.wisconsinjobcenter.org/ planacareer/default.htm
- Resume Assistance
   www.wisconsinjobcenter.org/
   planacareer/default.htm
- Job Training www.wisconsinjobcenter.org/ training/default.htm
- Wisconsin JobNet www.dwd.state.wi.us/jobnet/ mapwi.htm
- America's Job Bank www.ajb.org/
- Insurance Coverage
  www.dwd.state.wi.us/dws/
  programs/dislocated/worker\_info.htm

**Pension Benefits and Health** 

If these services do not produce results, you may be eligible for additional help as a dislocated worker under one or more Workforce Investment Act (WIA) programs. These services can include:

- Eligibility determination for programs
- Assessment of your skills
- Job search and placement assistance
- Career planning assistance
- Short-term pre-vocational training
- Occupational training

Other programs and services are available to individuals still unable to find employment. Programs are targeted at groups and provide various financial and other support.

www.wisconsinjobcenter.org/ otherassistance/default.htm

#### **Support services include:**

- Temporary Assistance for Needy Families (TANF is called W-2 in Wisconsin.)
  www.dwd.state.wi.us/dws/w2/wisworks.htm
- FoodShare dhfs.wisconsin.gov/foodshare/ index.htm
- BadgerCare
   www.dhfs.state.wi.us/
   badgercare/index.htm
- Trade Assistance Programs www.doleta.gov/programs/ factsht/taa.cfm
- Special services for veterans www.dwd.state.wi.us/dws/bjs/
- Special services for adults with disabilities
   www.dwd.state.wi.us/dvr/ jobseek.htm



# What help is available for school or to get job training?

If you qualify for help you will have access to a broad range of training services.

Occupations skills training services, like those listed below, may help you get a good job.

- On-the-job training
- Skills improvement
- GED preparation
- English as a Second Language (ESL)
- Math and reading training

#### Your Wisconsin Job Center

(www.dwd.state.wi.us/dws/directory/) will have information on training programs available in your local area. Available services vary between Job Centers and areas of the state, so check with your local Job Center.

Other sources of financial assistance may be available, such as student loans, scholar-ships, and grants. Your local Job Center or schools can help you identify sources of financial assistance to help pay for training. For more information see the **Training** page on the Wisconsin Job Center (www.wisconsinjobcenter.org/training/default.htm) website. Other sources of information are the **Career OneStop** (www.careeronestop.org/) and students.gov (www.students.gov/STUGOVWebApp/index.jsp).

# Are you out of work because of a permanent layoff?

You may be a dislocated worker if you have been permanently laid off or have received a notice of termination or layoff from employment.

The **Wisconsin Rapid Response Services** (www.doleta.gov/layoff/rapid.cfm serves):

- Dislocated workers with outdated skills.
- Those who have lost their jobs due to import competition or shift of production outside this country.
- Farmers who have lost or may be losing their farm.
- Self-employed individuals who are unemployed as a result of economic conditions in their area.
- Workers who have been dislocated by a mass layoff or plant closure.

**Core Services** include eligibility determination, orientation, initial assessment of skills, job search and placement, career counseling, job vacancies, and assistance with eligibility for other programs.

Intensive Services include comprehensive assessment of skills, development of an individual employment plan, individual career counseling, group counseling, case management, and short-term pre-vocational workshops such as learning skills, communication skills, or interviewing skills.

#### **Training**

(www.dwd.state.wi.us/dws/ita/policy.htm) can include *individual training accounts* (ITA), on-the-job training, and customized training.

# Are you out of work because of a business closing?

You may be a dislocated worker if your company has closed or had a reduction in force. **Rapid Response Services** (www.doleta.gov/layoff/rapid.cfm) provide immediate aid to workers affected by announcements of plant closings and large layoffs.

# Are you out of work because of a farm or small business failure?

Self-employed individuals (including farmers or other small business owners) who are unemployed as a result of economic conditions may qualify as

#### dislocated workers

(www.dwd.state.wi.us/dws/programs/dislocated/worker\_info.htm#farm).

The Wisconsin Department of Agriculture's **Wisconsin Farm Center** 

(www.datcp.state.wi.us/core/ agriculture/agriculture.jsp) provides services to Wisconsin farmers and agribusinesses to promote the vitality of the state's agricultural economy and rural communities. These include **Financial** 

#### **Counseling and Advising**

(www.datcp.state.wi.us/mktg/ agriculture/farm-center/financial-counseling/index.jsp)

#### and Farm Mediation

(www.datcp.state.wi.us/mktg/agriculture/farm-center/farm-mediation/index.jsp).

Contact the **Farm Center Helpline** at (800) 942-2474. Services are confidential and free.

For more information on rural assistance, see **Rural Development Online** (www.rurdev.usda.gov/) from the U.S. Department of Agriculture.

# Unemployment Compensation

Many workers who lose their jobs are eligible to receive payments from the Unemployment Compensation program for a limited time. If you are eligible for Unemployment Compensation, it is important to file a claim promptly.

File your claim (ucclaimwi.org/ InternetInitialClaims/default.asp) during these times:

Sunday 9:00 a.m. -5:00 p.m. CST Monday-Friday 6:00 a.m. -7:00 p.m. CST Saturday 9:00 a.m. -2:30 p.m. CST

If you do not feel comfortable filing your claim online you may use the **Telephone Claims** system. Claims specialists are available Monday through Friday from 7:45 a.m. to 4:30 p.m., Central Time, except holidays. Mondays, early mornings, and noon hours are the busiest times.

Madison area (608) 232-0678 Milwaukee area (414) 438-7700 Toll-free number (800) 822-5246 TTY (888) 393-8914

### **Wisconsin Job Centers**

If you expect a long-term layoff, register with the **Wisconsin Job Center** (www.dwd.state.wi.us/dws/directory/default.htm) or call (888) 258-9966 toll-free for the phone number and address of your nearest Job Center. You can get information about jobs available in your area, tips for searching for jobs, financial assistance programs, and help with resumes and job interviews online at the **Wisconsin Job Center** website (www. wisconsinjobcenter.org).

Wisconsin's JobNet job search system (www.dwd.state.wi.us/jobnet/mapwi.htm) contains current job opportunities listed with the Wisconsin Job Center system. You can also access this information by telephone using JOBLINE at (800) 414-5748. Other out-of-state listings are available by selecting the America's Job Bank option (www.wisconsinjobcenter.org/lookforjobs/default.htm) at Wisconsin JobCenter.org.

This connection can link you to jobs within the county, throughout a region of the state, or throughout the country.

## **Employment training**

Learning new, marketable skills may be your answer for re-employment. Courses are available through your local technical college (www.witechcolleges.com/),

**University of Wisconsin System campus** (uwhelp.wisconsin.edu/),

#### **University of Wisconsin-Extension**

(www.uwex.edu), or other local educational institutions. Training is also available through distance learning by satellite, television, and other means that bring the school to you and reduce travel costs.

The federal government provides some grants, work opportunities, and low-interest loans to many students for education or training. State and tribal governments also provide some financial assistance to eligible students. Contact the financial aid office at the school or college for information.

If health or a disability has led to your present unemployment, the state

# Department of Vocational Rehabilitation (DVR)

(www.dwd.state.wi.us/dvr/) may offer retraining and job search help. You are eligible for vocational rehabilitation services if you have a physical, emotional, or mental disability that is a substantial handicap to employment, and if the DVR determines their services can help. (800) 442-3477 (toll-free) (888) 877-5939 (TTY) (608) 266-1133 (FAX)

### Veterans' benefits

Veterans of U.S. military service and their dependents may be entitled to a variety of **veterans' benefits** (dva.state.wi.us/benefits.asp) from federal and state governments.These benefits may include:

- Monthly pensions to surviving spouses and dependent children of veterans who have died.
- Monthly payments and/or books while attending school or while receiving other training.
- Points added to examination scores when applying to enter federal or state service and for some other jobs.

# Wisconsin Works (W-2) Agency

In 1997, Wisconsin Works (W-2)

(www.dwd.state.wi.us/dws/w2/wisworks. htm) replaced the former Aid to Families with Dependent Children (AFDC) cash assistance program.W-2 is a program to help low-income families with minor children find and keep jobs.

Services available through W-2 depend on individual circumstances and may include the following:

- Temporary cash assistance in return for participating in activities such as job search, basic skills training, or treatment for drug or alcohol problems.
- Placement in a subsidized job.
- Assistance in finding a job.
- Help paying for child care.
- Help arranging or paying for transportation.
- An emergency loan.



To find the W-2 agency in your community, contact your county or tribal Social Services or Human Services Department (listed under county or tribal government in your phone book). When you call to make an appointment, ask what records to bring with you. Explain your needs to the W-2 case worker. Eligible families must ask about specific benefits in order to receive them.

## Social Services or Human Services Department

Your county or tribal Social Services
Department — sometimes called Human
Services — may provide resources and
services, as well as information about other
community resources.

This office coordinates several assistance programs, such as FoodShare, Medical Assistance — the Wisconsin form of Medicaid, for those who cannot otherwise afford to pay medical bills — and fuel or energy assistance. In addition, the staff can provide information on W-2 and TANF (Temporary Assistance for Needy Families).

Your financial resources and family income determine if you are eligible. When you call to make an appointment, ask what records to bring with you. While they process your application, you may be referred to other local agencies for immediate help.

### **Health services**

The county Public Health Department or tribal clinic can provide information on free or low-cost preventive health services, including Health Check (Early Periodic Screening Diagnosis and Treatment-EPSDT), blood pressure, and other screening programs. Flu shots and immunizations may also be available for a small fee. Other health services vary by community. Public health fairs, clinics, and other services may be available for no or low cost.

Preschool children may be eligible for health services through other programs that monitor the health and nutrition of eligible children, such as HeadStart and WIC (see Food section).

### Food

Emergency food supplies may be available at local food pantries. Also, some church, temple, interfaith, tribal, and other community agencies provide free and low-cost meals. Contact your local social services office for information.

Your children may be eligible for free or reduced-price school lunches or breakfasts. Contact the school counselor or principal.

If you are pregnant, breastfeeding, a new mother, or have a child under the age of five, you may be eligible for **WIC** — the Supplemental Nutrition Program for Women, Infants, and Children. This federal program provides nutrition counseling and food vouchers. To see if you qualify, contact your local WIC program or Public Health Department, or call the toll-free hotline at (800) 722-2295.

To find out if you qualify for FoodShare, contact your county or tribal Social Services or Human Services Department. Surplus or commodity food may also be available if your income falls within the quidelines.

For guidance on making the most of the food resources available to your family, contact your county **University of Wisconsin-Extension Family Living Programs** nutrition educators
(www.uwex.edu/ces/cty)(listed under county government in your phone book).

# Fuel or energy assistance

Help with fuel or insulation costs may be available through a local energy assistance program. Contact your county or tribal Social Services or Human Services Department for information. Your utility company may also have information on how to apply.

### **Child care**

If your income and family savings fall below certain levels, your W-2 agency may help pay for child care so you can work or get job training. Be sure to ask the W-2 case worker about child care assistance if you need it. Eligible families must ask about specific benefits in order to receive them.

## **Family counseling**

Losing your job is one of the most stressful events you can experience.

Unemployment can be personally devastating. This can trigger the same reactions you might feel during other serious crises, such as divorce or the death of someone you love.

Sometimes, things may get so difficult and out of control that you may need professional help. Every community has resources such as the family doctor, mental health professionals, support groups, and clergy. They can help you deal with extreme levels of stress, and the physical and emotional trauma that often accompany them.

County Mental Health Services, Family Services, or Unified Counseling Services provide services and information on what's available in your area. Even if you are not a member, you can locate resources by contacting local church, temple, or interfaith social service programs. You can call anonymously so what you say is private.

## **Financial counseling**

Managing your money requires careful planning. County **UW-Extension educators** (www.uwex.edu/ces/cty) can help you plan for using family resources.

Bank or credit union loan officers, utility company customer service, or mortgage company staff can also help you plan for paying certain bills.

Many areas have consumer credit counseling services. These counselors help you set up a realistic budget and arrange a repayment plan acceptable to you and your creditors. To find the member agency near you, call the National Foundation for Consumer Credit:

(800) 388-2227 (800) 682-9832 (68-AYUDA) — Spanish help



# UW-Extension Family Living programs

Extension educators offer programs to help families and communities solve problems and meet needs throughout the life span. From improving prenatal nutrition and parenting skills to caring for an aging parent, your county **University of Wisconsin-Extension office** 

(www.uwex.edu/ces/cty) is available to help your family manage, including when you are between jobs.

Remember, each community has its own unique resources for helping individuals who are managing between jobs or living with reduced income, so you will want to check what is available in your area.

For more information on community resources and services including eligibility guidelines for Wisconsin households, visit **Wisconsin Connections** (www.uwex. edu/ces/connections).

### Resources

# For help finding community agencies...

See these money management fact sheets in this series, in English or Spanish:

- Setting spending priorities (B3459-01)/ Cómo decidir cuáles son los gastos más importantes (B3459-01S)
- Strategies for spending less (B3459-02)/ Cómo gastar menos (B3459-02S)
- Deciding which bills to pay first (B3459-03)/Cómo decidir qué cuentas pagar primero (B3459-03S)
- Talking with creditors (B3459-04)/ Comunicación con los acreedores (B3459-04S)
- Keeping a roof overhead (B3459-05)/ Cómo asegurarse de que la familia tenga donde cobijarse (B3459-05S)
- Meeting your insurance needs (B3459-06)/Cómo pagar por el seguro que necesita (B3459-06S)
- Bartering (B3459-07)/El trueque (B3459-07S)
- Making the most of what you have (B3459-08)/Cómo sacar el mayor provecho de lo que tiene (B3459-08S)

- Deciding if bankruptcy is an option for you (B3459-09)/Cómo decidir si la protección por bancarrota es una buena opción para usted (B3459-09S)
- Taking care of yourself (B3459-10)/ Cómo satisfacer las necesidades personales (B3459-10S)
- How you can help when mom or dad is unemployed (B3459-11)/Cómo puedes ayudar cuando tu papá o tu mamá está sin empleo (B3459-11S)
- Helping children cope (B3459-12)/
  Cómo ayudarles a los niños a sobrellevar las dificultades (B3459-12S)
- Community agencies that can help (B3459-13)/Las agencias comunitarias pueden ayudar (B3459-13S)
- Looking for a job—Watch out for scams (B3459-14)/Búsqueda de trabajo— Tenga cuidado con las estafas (B3459-14S)
- Where to go for help finding a job (B3459-15)/Dónde conseguir ayuda para encontrar empleo (B3459-155)
- Starting your own business (B3459-16)/ Cómo iniciar su propio negocio (B3459-16S)





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