



**WORK**  *Source*

# Rebuilding your future

Services for dislocated workers  
and displaced homemakers

# Picking up the pieces

It's a big shock to lose your job, your spouse or your marriage. But it's important to act quickly to take advantage of benefits and services that are available to you.

## Did you lose your job?

As a first step, be sure to apply for unemployment benefits right away. You must claim at least one week before we can decide if you are eligible. Continue to file a claim each week to receive a payment. The fastest way to apply is online at [www.esd.wa.gov](http://www.esd.wa.gov) (24 hours a day). If you do not have Internet access, computers are available at WorkSource offices (see *inside back of brochure*) and many libraries. To apply by phone, call **800-318-6022** Monday-Friday, 8 a.m.-5 p.m., and Saturday, 8 a.m.-noon.

Have the following information ready when you apply online or by phone:

- Your Social Security number.
- Names and addresses of all your employers during the last two years.
- Dates you worked for all your employers during the last two years. Use your best estimate if you don't remember the exact dates.
- The reason you became unemployed.
- If you are not a U.S. citizen, have your employment authorization and expiration date.

Union members, former military personnel and federal employees may need to provide additional information.

When you apply online, you will get a confirmation page after you click the "Submit" button. This page provides important information that you are responsible for reading and understanding.

If you have questions, call **800-318-6022** and select option **#7** to speak with a claims specialist.

Regular unemployment benefits are available for up to 26 weeks. Benefit payments usually begin arriving about three weeks after an application is submitted. Various extended-benefit programs may be available when unemployment is high. Claimants will be automatically notified if they might qualify.

Also, you may have your benefits deposited directly into your bank account by enrolling online at:

[www.esd.wa.gov/uibenefits/benefitcheck/direct-deposit.php](http://www.esd.wa.gov/uibenefits/benefitcheck/direct-deposit.php).



# What's next?

As a next step, visit your local WorkSource office (see *list on inside back cover*). WorkSource staff will help you find job openings, assess your work skills, write a new résumé and practice your interviewing skills. WorkSource can even connect you with training opportunities, including special programs for dislocated workers and displaced homemakers.

Computers and other office equipment also are available for your use – and all of these services are free.

## Are you displaced or dislocated?

If you are a dislocated worker, a dislocated self-employed worker or a displaced homemaker, you may qualify for special benefits and services, such as financial support, job-search assistance or retraining.

You may be **dislocated** if you lost your job and are unlikely to return to your usual occupation or industry because of:

- A permanent plant closure; or
- A substantial layoff; or
- Foreign competition; or
- Lack of demand for your skills; or
- You are self-employed, but the economy or a natural disaster has put you out of work (such as many farmers, carpenters, fishermen, etc.).\*

You may be a **displaced** homemaker if you:

- Were recently divorced, separated, abandoned, widowed or if your working spouse became disabled; and
- Are an individual who has been providing unpaid services\* to family members in the home; and

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\* Probably ineligible for unemployment benefits

- Are unemployed or working in a job that does not support you.

Contact WorkSource (see *inside back cover*) to learn more.

## **What's available for dislocated workers and displaced homemakers?**

Training services and income assistance can vary. Be sure to contact your local WorkSource office right away to review your options. Some programs have strict application deadlines, so be sure to get started right away.

### **Training and education**

Education and training are the keys to a successful career. The WorkSource system operates a variety of programs that pay for tuition, books, supplies, travel and other training-related expenses for eligible participants. Visit your WorkSource office to learn more.

### **Training Benefits Program (income assistance)**

Dislocated workers may be eligible for this program, which may pay unemployment benefits beyond the usual limit of 26 weeks while retraining for a new career.

Beginning in September 2009, the program may admit eligible unemployed workers who are: disabled due to injury or illness; low-income; honorably discharged from the military or Washington National Guard within the previous year; or currently serving in the National Guard.

People accepted into the program are not required to look for work while in training and receiving benefits.

The Training Benefits Program does not pay for actual training costs, but financial aid may be available through other programs offered by WorkSource, along with many other employment-related services. There are strict application and enrollment deadlines for the Training Benefits Program, so contact your local WorkSource office right away if you're interested!

### **Commissioner-Approved Training**

Commissioner-Approved Training (CAT) allows eligible laid-off workers to collect regular unemployment benefits without looking for work while attending full-time training. CAT does not pay for training costs, and it does not extend your unemployment benefits beyond 26 weeks. Unlike Training Benefits, CAT has no application deadlines. Visit your local WorkSource office for more information.

### **Self-Employment Assistance Program**

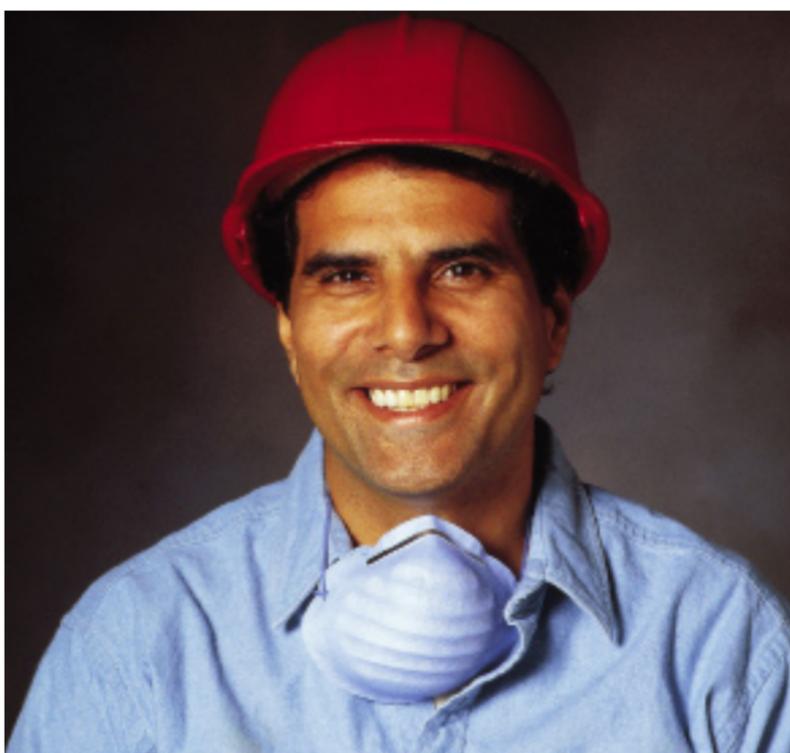
Self-Employment Assistance (SEAP) allows eligible laid-off workers to collect unemployment benefits while participating in an approved entrepreneurial training program. You can sign up for SEAP only if the Employment Security Department determines you will likely use all of your unemployment benefits before finding a new job. Every unemployment-insurance applicant is evaluated for the program. If you are deemed eligible, the department will send you a letter outlining the steps to participate. If you receive a qualifying letter and want to learn more about the program, visit [www.seap.go2ui.com](http://www.seap.go2ui.com) and type SEAP into the search box.

## **Trade Adjustment Assistance**

The Trade Adjustment Assistance (TAA) program provides counseling, training and financial support to help trade-affected workers return to suitable employment as quickly as possible. You may be eligible if you lost your job or your hours were cut due to foreign imports or shifts of U.S. production. A petition must be filed with the U.S. Department of Labor for approval to participate in this program. Visit your local WorkSource office for more information.

## **Apprenticeships**

Apprenticeship is a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional. Workers earn wages while learning the practical and theoretical aspects of a highly skilled occupation. To find out more about apprenticeships, visit your local WorkSource office or visit the Department of Labor & Industries Web site at <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/default.asp>.



# Retrain for a new career

Check the box next to the service(s) below that interest you. Then, review this list with a WorkSource counselor (see *offices on the inside back cover*) or visit [go2worksource.com](http://go2worksource.com).

- Limited tuition assistance at a community or technical college or private vocational school.
- Financial aid for training, from federal and state sources.
- Training in English as a second language.
- Basic literacy education.
- Assistance with books, fees, supplies.
- Child care while you are attending classes (*for those who qualify*).
- Career and educational planning.
- Training on how to run your own business (*Self-Employment Assistance Program*).
- Training Benefits Program.
- Commissioner-Approved Training.
- Trade Adjustment Assistance.
- Apprenticeships.

## Find a new job

Check the box next to the service(s) below that interest you.

- Referrals to job openings.
- Workshops on how to look for a job using the latest techniques.
- Evaluate your skills and work history.
- Assess how your skills apply to today's job market.
- Free Internet access for job search.
- Free phones, fax machines, computers and copiers to help with your job search.
- Transportation assistance to look for work.
- Child care while you're looking for work.
- Relocation assistance if you obtain a new job.
- Assistance from a community college or WorkSource specialist to look for work.
- Tools, uniforms and supplies required on your new job.

# Community resources

Check the box next to the service(s) below that interest you. Then, review this list with a Work-Source counselor or contact one of the resource centers listed below.

- Referrals to counselors to help with the mental and emotional stress of losing your job.
- Referrals for other family members to job-search services or training.
- Referrals and advice to help you keep your home, protect your credit and obtain food.
- Consumer credit counseling, 800-244-1183.
- Credit Counseling Centers of America, 800-493-2222.
- Basic Health Plan, low-cost health insurance, 800-826-2444.
- Low-Income Energy Assistance Program. Contact your local utility.
- Washington Telephone Assistance Program (WTAP),\* 888-700-8880.
- Essential human services. Dial 2-1-1 or visit [211.org](http://211.org) on the Web.

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\* You must be receiving services from the Department of Social and Health Services to qualify for WTAP.

# WorkSource offices

<b>Aberdeen</b>	360-533-9318
<b>Auburn</b>	253-804-1177
<b>Bellingham</b>	360-676-1521
<b>Bremerton</b>	360-337-4810
<b>Chehalis</b>	360-748-2360
<b>Colville</b>	509-685-6158
<b>Ellensburg</b>	509-925-5311
<b>Everett</b>	425-258-6300
<b>Goldendale</b>	509-773-5503
<b>Kelso</b>	360-577-2250
<b>Kennewick</b>	509-734-5957
<b>Lakewood</b>	253-984-5400
<b>Long Beach</b>	360-642-6213
<b>Lynnwood</b>	425-673-3300
<b>Moses Lake</b>	509-766-4105
<b>Mount Vernon</b>	360-416-3510
<b>Oak Harbor</b>	360-675-5966
<b>Omak</b>	509-826-7576
<b>Port Angeles</b>	360-457-2121
<b>Port Hadlock</b>	360-379-5036
<b>Pullman</b>	509-332-6549
<b>Redmond</b>	425-861-3700
<b>Renton</b>	206-205-3500
<b>Seattle (North)</b>	206-440-2500
<b>Seattle (Rainier)</b>	206-721-6000
<b>Shelton</b>	360-427-2241
<b>Spokane</b>	509-532-3000
<b>Stevenson</b>	509-427-4464
<b>Sunnyside</b>	509-836-5405
<b>Tacoma</b>	253-593-7300
<b>Tumwater</b>	360-704-3600
<b>Vancouver</b>	360-735-5000
<b>Walla Walla</b>	509-527-4393
<b>Wenatchee</b>	509-665-6605
<b>White Salmon</b>	509-493-1210
<b>Yakima</b>	509-574-0105

Addresses for these and other WorkSource offices (with limited services) are available at [go2worksource.com](http://go2worksource.com), in the phone book or by calling one of the numbers printed above.



**Let Our Team Help You**

[www.go2worksource.com](http://www.go2worksource.com)

WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities.

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