



Solidara

A TEAMSTERS ORGANIZATION

DISLOCATED WORKER PROGRAM OVERVIEW & RESOURCE GUIDE



○ DISLOCATED WORKER PROGRAM

WHAT IS THE DISLOCATED WORKER PROGRAM?

The Dislocated Worker Program is a state funded program that helps individuals who have been laid off, through no fault of their own, return to work. The program provides job search assistance, career guidance, training support, and supportive services at no cost to eligible participants.

WHO IS SOLIDARA?

Solidara is an independent 501(c)(3) nonprofit rooted in service to Teamster families and the broader community. We provide support, referrals, and resources that help people navigate life, work, health, family, and financial challenges with dignity and care.

Through our community programs, Solidara also serves individuals impacted by layoffs and workforce transitions through the Dislocated Worker Program. We provide career counseling, job search assistance, training support, and access to supportive services that help eligible participants prepare for their next employment opportunity.

Our Dislocated Worker services are state funded and provided at no cost to eligible participants. Solidara works in partnership with employers, unions, community organizations, and state workforce partners to deliver coordinated support during layoffs, closures, and career transitions.

Across all of our work, Solidara is guided by a commitment to listening first, connecting people to practical support, and strengthening families, workers, and communities.

WE ARE HERE FOR YOU

Losing your job can be a deeply challenging experience, and you do not have to go through it alone. Solidara is here to support you during this transition with programs designed to help you move forward with confidence and dignity. Our focus is on recognizing your value as an individual and providing practical support every step of the way.

Our services are available at no cost to individuals who have been laid off through no fault of their own. Funded by government grants, Solidara offers a wide range of job search assistance, training opportunities, and supportive services to help you return to work as quickly and successfully as possible.

○ SERVICES

- **Career Counseling:** Our counselors will work with you to plan for your training goals or your job search activities, which include finding job leads, networking, researching occupations and labor market information, applying for jobs, interviewing and negotiating an offer.
- **Credential Training:** Our Dislocated Worker Program can fund training designed for you to earn a credential. Training is targeted to advance your qualifications and prepare you for jobs that are in demand. Examples include certifications in computer hardware or software, project management, truck driver training (CDL), accounting, six-sigma, Lean, Health Care, Mini-Masters, and more.
- **Non-Credential Training:** Our Dislocated Worker Program supports short term, skills focused training designed to help participants quickly strengthen in demand skills and remain competitive in today's job market. This may include technology skills, digital tools, workplace readiness, and other employer driven training that supports reemployment.
- **On-the-Job Training (OJT):** Through On-the-Job Training, our program partners with employers who hire eligible participants and provides reimbursement for a portion of the employee's wages during a designated training period. This allows employers to provide hands-on training while participants gain skills, experience, and a pathway to long term employment.
- **Customized Training:** When multiple participants share a common training need, our program can develop customized group training to address that interest. This approach allows participants to build relevant skills together through targeted instruction aligned with employer and industry needs, supporting faster and more effective reemployment.
- **Support Services:** Solidara provides information and referrals for personal, family, and financial problems. We also provide limited funds for daycare, mileage, or needs associated with participation in program activities. We treat all inquiries and requests with utmost respect and confidentiality.
- **CLIMB (Converting Layoffs into Minnesota Businesses):** CLIMB supports dislocated workers who want to start their own business. The program provides access to professional consulting services and training focused on business planning, development, and sustainability. While participating in CLIMB, individuals may work full time on launching their business and continue to receive unemployment insurance benefits, as approved by DEED, while progressing toward self employment.
- **Resource Room:** We offer access to career planning and job search resources during regular business hours. Participants may use computers with secure internet access, common office tools, and workspace designed to support online applications, resume development, virtual interviews, and other job search activities.

○ HOW TO ENROLL

01 ATTEND AN ORIENTATION & INTAKE SESSION

Participation in our program begins with attending an orientation session. These sessions are facilitated by friendly, experienced staff who will begin by explaining what the Dislocated Worker Program is and how it works. Next, you will complete your application, with the facilitator walking you through the paperwork & answering any important questions you may have for us. Join a virtual or in person session by registering at solidaramn.org/calendar

02 COMPLETE APPLICATION

Applications can be submitted digitally, in person or via mail. Apply digitally at Solidaramn.org. The application link is located on your project's page. You may contact us via email for a mail or email copy at info@solidaramn.org or by phone at 612-676-3700.

03 SUBMIT REQUIRED DOCUMENTATION

In addition to the completed and signed application, the following documents are required for enrollment.

- Verification of Identity: Copy of your Driver's License -OR- Minnesota State ID
- Verification of Social Security Number: Acceptable documents for verifying the Social Security Number include: Social Security Card -OR- W-2 (must be full SSN)-OR-Passport
- Documentation of your employment separation - Submit one of the following:
 - Letter of Separation from Employer -OR-
 - Payment Page from Unemployment Insurance -OR-
 - Determination of Ineligibility Unemployment Insurance Page – to demonstrate you have filed a claim but currently receiving severance.

Additional instruction on how to submit this documents can be found on our website.

Once your documents have been received, a member of our team will reach out to you within 5-7 business days. If you have any questions or need any additional information, please don't hesitate to reach out.

04 MEET YOUR COUNSELOR

After all enrollment documents are received and processed you will be partnered with your counselor in a one-on-one session in person or virtually. In this meeting with your counselor will complete your individual employment plan.

○ FREQUENTLY ASKED QUESTIONS

1. **Can I collect my unemployment insurance benefits while I'm involved in long-term training and not job searching?**

Yes, as long as you stay active with your counselor. You can collect while in approved full-time training programs. We will provide a letter to your Unemployment Insurance representative indicating you are enrolled in our program.

2. **When can I file for unemployment?**

Usually you should file as soon as you are laid-off. If you will receive a severance payment equal to 26 weeks of pay, then you should consider applying after severance runs out.

3. **What training costs will the project pay?**

The program covers reasonable (based on state schools) tuition, books, fees, tools and necessary supplies for training. There are also limited dollars available for supportive services such as daycare, and mileage reimbursement.

4. **Can I get help with a resume?**

Attend our Resume Development Workshop and work one-on-one with our staff to create a customized resume based on the information you provide. Participants receive a digital copy of their resume for immediate use and future updates.

5. **How long will the Dislocated Worker project last?**

Most dislocated worker projects last up to two years.

6. **Where can I attend school?**

Although we encourage clients to seek training at state-funded schools, there are often legitimate reasons to attend private schools. If you are approved for training at an expensive private school, the program will pay at the tuition rate of a state school, and your counselor will advise you to arrange other aid, grants or loans to pay the rest.

8. **What about job placement?**

Your counselor and our workshop facilitators will assist you in choosing a goal and learning how to find and follow up job leads. We will provide job leads from employers we work with and who often give us advance notice of job openings.

8. **I'm pretty sure I am going to get a job offer. Should I still enroll?**

Yes, by enrolling now you give yourself a "safety net." If your job offer doesn't come through, or if the new job doesn't work out, you can re-enter our program, if you have already been enrolled in it.

○ WHAT NOW?

TALK TO YOUR FAMILY

Unemployment is tough on the whole family. Your spouse and children may feel helpless. Talk out your problems together and plan together. Explain your situation and include them in planning to deal with it together. It helps to give each member of the family some positive steps they can do. By sharing the burden and pulling together, members of a family grow closer and draw strength from one another.

A professional family counselor may be helpful. You may qualify for 3 free sessions of family counseling through your enrollment in the Dislocated Worker Program.

TURN TO YOUR UNION

Your union can help you when times are hard. Your union representative can let you know what member-only benefits you may be eligible for, or help identify public benefits that may be available to you, and advise you on how to keep your health insurance in the event of a layoff.

GET THE HELP YOU NEED

While you were working, you helped pay for public programs through your taxes, and for community agency services through contributions to your local United Way and other organizations. We all need a little help at some time in our lives—don't be embarrassed to ask for the help you need.

Call Solidara at **612-676-3700** to get started and see what services you may qualify for or to be connected to additional resources in your community.

○ COMMUNITY RESOURCES

- **United Way 211** | www.211unitedway.org | 211
 - 2-1-1 offers information on a broad range of services, including:
 - Food and housing support
 - Mental health and substance abuse resources
 - Legal assistance
 - Youth programs
 - Medical and dental clinics
 - Job training opportunities
 - Household items
- **Solidara's Food Shelf** | 612-378-0446
 - Food shelf hours: Tuesday & Wednesday 9:00am - 2:00pm.
 - Location: 3001 University Ave SE Minneapolis Mn 55414
- **The Food Group** | hungersolutions.org/find-help
 - **Fare for All** | thefoodgroupmn.org/groceries/fare-for-all
 - Fare For All is a pop-up grocery store. They sell packs of fresh produce and frozen meat at up to 40% off of retail prices.
- **Suicide and Crisis Lifeline** | 988lifeline.org
 - The 988 Suicide & Crisis Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
 - If you or someone you know is struggling with suicide, call or text 988 or chat 988lifeline.org for immediate support.
- **Health Access MN** | healthaccess.mn
 - Twin Cities Metro (651) 645-0215
 - Southeast Minnesota (507) 589-8649

○ COMMUNITY RESOURCES

- **Prepare + Prosper** | prepareandprosper.org
 - Free Tax preparation for low to moderate incomes
- **Avoiding Foreclosure (Minnesota)**
 - Minnesota Home Ownership Center
 - 651-659-9336
 - www.hocmn.org
 - 955Hope
 - 1-888-995-4763
 - 995hope.org
 - Dakota County Community Development
 - 651-675-4400
 - www.dakotacda.org
 - Twin Cities Habitat for Humanity
 - 651-207-1700
 - home.tchabitat.org
- **Energy Assistance (Minnesota)**
 - Minnesota's Energy Assistance Program helps pay heat and electricity costs. Energy Assistance is free for eligible households.
 - Program operates between October 1st - May 31st
 - mn.gov/commerce/energy/consumer-assistance/energy-assistance-program

○ UNEMPLOYMENT INSURANCE

UNEMPLOYMENT INSURANCE IN MINNESOTA

The state of Minnesota unemployment insurance website is a resource for information on unemployment insurance as well as how to apply.

- www.uimn.org

Before you start your application for unemployment, make sure you have the following documents ready:

- Social Security Number
- Driver's License Number or other state government ID
- Employment History for last 18 months
- Bank account information for direct deposit

Applications can be submitted online or by phone

- Online applications can be completed at: uimn.org/applicants
- By Phone: *Twin Cities area: 651-296-3644; Greater Minnesota: 1-877-898-9090*

ADDITIONAL UNEMPLOYMENT INFORMATION

Unemployment benefits will differ by state. If you are outside of Minnesota, please reach out your state unemployment office for information on how to apply.

You can also visit these additional resources for more information:

- www.usa.gov/unemployment
- www.usa.gov/benefits
- www.benefits.gov

○ PERSONAL FINANCES

PREPARE A HOUSEHOLD BUDGET

Taking charge of your personal finances is an important step to surviving unemployment.

LIST ASSETS

Take stock of all of your current assets including:

- Equity in home
- Resale value of vehicles, RV, boat, etc.
- Cash value of Insurance policies
- Value of any investment accounts

SET PRIORITIES FOR YOUR EXPENSES

Create a list of your upcoming and recurring payments and rank them in order of importance. This can help to create a priority list for what to pay first when money is short.

The most important thing is to make sure your mortgage or rent is paid, followed by your utilities, health insurance and car payments.

MAKE A COMPLETE LIST OF CREDITORS / DEBTS

Take stock of your current debts and creditors including:

- Company/Individual name
- Amount owed
- Payment Schedule

Some creditors may be able to adjust your payment schedule due to loss of income. Make sure to reach out to the BEFORE you get behind on payments.

PAY WHAT YOU CAN

Even if you can't pay the full amount due to your creditors, pay something regularly. This keeps your overdue balances low and lets creditors know you are making a good faith effort. Partial payments may also prevent your account from being turned over to a collection agency.

STAY IN TOUCH WITH CREDITORS

After your first letter to your creditors letting them know about your loss of income, stay in regular contact. This assures them that you have a responsible attitude and may keep them from harassing you. Make sure you don't ignore mail from creditors that may contain important information regarding your account.

○ PERSONAL FINANCES

CALL A CREDIT COUNSELING AGENCY

Credit counseling organizations can help you create a revised household budget and provide advice on working with creditors. If you meet with a financial advisor, make sure to inform them of your debts as they may be able to provide guidance as well.

STOP CREDIT PURCHASES

Stop using all credit cards; interest on most credit purchases is very high and can easily spiral. If you have advance warning that you will be out of work, try to make larger payments prior to loss of employment to reduce the balance you owe.

REDUCE HOUSEHOLD EXPENSES

- Adjust buying habits - only shop when you need to, make a list, compare prices
- Utilize community resources such as the Solidara Food Shelf and other low-cost food services to help reduce costs
- Use coupons
- Reduce cellphone plan costs, and internet & cable bills
- Reduce utility costs
 - Utility companies may also offer hardship assistance
- Eliminate unnecessary driving to decrease gas costs
- Consider getting a housemate/tenant to share household expenses

SELL WHAT YOU DON'T NEED

- Consider selling an extra vehicle or boat or trailer if you rarely use them
- Look at your possessions to see which items could be sold or traded without significantly impacting the way you live.

CHECK INTO OTHER FINANCIAL RESOURCES

- Take stock of your skills, ability and time. research opportunities that are available online or in your community to earn income in the short-term (i.e. making deliveries, freelance work, completing online surveys, tutoring, etc)
- Review your life insurance policy or talk to your insurance agent to see if you can borrow against the policy
- Look into options with your retirement savings, if you are over the age of 59½, you can withdraw from your retirement savings with no tax penalty



Minneapolis

3001 University Avenue S.E., Suite 307
Minneapolis, MN 55414

Blaine

9422 Ulysses Street N.E., Suite 130
Blaine, MN 55434

Contact Us

612-676-3700
info@solidaramn.org
solidaramn.org

