



Dislocated Worker Program

Enrollment Checklist



Eligibility & Intake

- Individuals impacted by a Mass Layoff who received Rapid Response Services are automatically Eligible to receive Dislocated Worker Services
- All other individuals will need to determine their eligibility by calling the main office at 612-676-3700 and working with our team on the intake process



Orientation

- Our orientation sessions provide an overview of what the Dislocated Worker Program has to offer, as well as going over our services and some frequently asked questions.
- Orientation sessions can be attended in person, virtually, or by watching our prerecorded session



Application

- The Dislocated Worker Application will need to be submitted to begin enrollment
 - Applications can be completed electronically or physically, and appointments can be scheduled to complete them in office if needed.



Verification of Social Security Number

- Acceptable documents for verifying Social Security Number include:
 - Social Security Card
 - W-2 (must be full SSN)
 - Passport
 - Tribal ID



Verification of Identity

- Driver's License or State ID
 - If your ID displays an address that is different than your current residential address, include a photo of post-marked mail addressed to your current address



Additional Documentation

- *If you are a veteran:* DD214 Discharge Form
- *If you are not a US citizen:* Permanent Resident Card or other Right to Work authorization



Seperation of Employment / Eligibility Documentation

- One of the following:
 - Letter of Separation from Employer
 - Payment Page from Unemployment Insurance
 - Long Term Unemployment Self-Attestation
 - Other Eligibility Documentation as discussed with Intake Team
- To print Unemployment information:
 - Log into your online unemployment insurance account (www.uimn.org)
 - Click on "View and Maintain My Account"
 - On that page towards the bottom click on "search" leaving all dates as is and this will get you a list of all payments you have received so far. Print this document.



Eligibility & Enrollment Form

- Once application & supporting documents have been recieved - our team will enter everything into the State database. You will receive a request to review and sign the eligibility & enrollment form to make sure all data was entered correctly.



Resume

- Provide a copy of your current resume



Individual Employment Plan

- Attend first meeting with Career Counselor
- Sign Individual Employment Plan

How to Submit Enrollment Documents

Upload Electronically:

We will provide you with a secure link to upload your enrollment documents. To request a secure upload link, call 612-676-3700 or email info@solidaramn.org.

Please do not send sensitive information or enrollment documents by email.

Send via Mail:

Solidara, A Teamsters Organization
9422 Ulysses St NE, STE 130
Blaine, MN 55434

A postage paid return envelope can be sent upon request. Please call 612-676-3700 to request an envelope.

Drop Off:

Documents may be dropped off at either of our two offices.

Minneapolis Office: 3001 University Ave SE, STE 307,
Minneapolis, MN 55414

Please note, this is a secure location. To access this office, please call the main office at 612-676-3700 to set up a time.

Blaine Office: 9422 Ulysses St NE, STE 130, Blaine, MN
55434

Please call the main office line 612-676-3700 to schedule at time to drop off paperwork