

# Dakota County Dislocated Worker Program Enrollment Checklist

Please check each item as you complete it, ensure all items are included with your application.

- Watch the Overview at [mn.gov/deed/dakotascott](http://mn.gov/deed/dakotascott) (click Burnsville or West Saint Paul, then: 1-“About this WorkForce Center,” 2-“Partners and Services,” 3-under Services “For Workers Facing a Layoff” )
- A completed [Priority of Service Screening Tool](#) (links available at [mn.gov/deed/dakotascott](http://mn.gov/deed/dakotascott))
- Documentation of your employment separation (Lay-off Letter from Employer, OR Payment Page from Unemployment Insurance)
  - To print Unemployment information - **if you are receiving monies from unemployment insurance:**
    - ◆ Log into your online, unemployment account ([www.uimn.org](http://www.uimn.org))
    - ◆ Click on "View and Maintain My Account"
    - ◆ Click on “Payment Information"
    - ◆ Towards the bottom of that page, click "search" leaving all the dates as is and this will get you a list of all of the payments you have received from unemployment insurance.
    - ◆ Print this document.
  - To print Unemployment information - **if you are receiving severance pay AND you have filed a claim for unemployment insurance benefits, but are not yet receiving UI benefit payments**
    - ◆ Log into your on-line, unemployment account ([www.uimn.org](http://www.uimn.org))
    - ◆ Click on "View and Maintain My Account"
    - ◆ Click on “Determination and Issue Summary”
    - ◆ Click on “the actual number” under the Issue Identification Number
    - ◆ Click on “view” Determination of Eligibility
    - ◆ Print this document
- Photocopy of your Valid picture ID (Driver’s License, Minnesota ID, Passport, or other Government ID)
- Resume = Printout of your complete resume as posted on [www.minnesotaworks.net](http://www.minnesotaworks.net)
- Resume = Copy of the resume you provide to employers
- Validation of your Social Security Number (Copy of your signed Social Security Card or recent W-2)
- A completed [Program Planning Worksheet](#) (links available at [mn.gov/deed/dakotascott](http://mn.gov/deed/dakotascott))
- A completed [Dislocated Worker Program Application](#) (links available at [mn.gov/deed/dakotascott](http://mn.gov/deed/dakotascott))
- If you are a military veteran – a copy of your DD214, Member 4 version
- Men only (born after 12/31/59) – a printout showing you are registered for Selective Services.
  - To print documentation go to [www.sss.gov](http://www.sss.gov)
    - ◆ Click on: Check Registration and then click on Verify Now
    - ◆ Enter Last Name, Social Security Number, Date of Birth and secret code provided on the site– then click “Submit”
    - ◆ Print a copy of the page showing that you are registered.

All items must be check marked as completed and attached, WorkForce Center staff will not accept the application if any items are not addressed.

## **Incomplete applications will be mailed back for re-submission.**

Once you have all of the materials printed and completed turn them in at either location below, either in person or by mail *faxes and emails will not be accepted:*

- West St. Paul WorkForce Center, 1 Mendota Road West, Suite 170, West St. Paul, MN 55118
- Burnsville WorkForce Center, 2800 County Road 42 West, Burnsville, MN 55337

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Once **all** of your paperwork is submitted, expect an email or phone call from a Dislocated Worker Counselor within **10 business days** to set-up an initial meeting.