

EMPLOYER HANDBOOK



MINNESOTA'S
DISLOCATED
WORKER
PROGRAM



HELPING YOUR EMPLOYEES IN DIFFICULT TIMES

We understand that layoffs are difficult for businesses and the employees affected. Minnesota’s **Rapid Response Team** helps connect your employees to free services designed to ease the transition and support them in finding new employment as quickly as possible.

Why Partner With Us?

By offering these resources, you provide your employees with guidance, reduce uncertainty, and demonstrate your commitment to their future success. This support can lessen stress, foster goodwill, and help ensure a smoother transition for your workforce.

Dislocated Worker Program Highlights

Eligible workers can access:

- Career counseling and individualized employment plans
- Job search and placement assistance
- Training and skill-building opportunities
- Support services, including health insurance options
- Guidance on Unemployment Insurance

Through our statewide network of workforce providers and partner organizations, services are tailored to each individual’s needs—helping them secure suitable new employment at comparable wages.

TABLE OF CONTENTS

Dislocated Worker Program Contacts	1
Agenda	2
Group Information Meeting Agenda	3
Information for Workers – Unemployment Insurance	4 – 5
Dislocated Worker Program	6 – 7
Rapid Response Survey	8 – 9
Helpful Web Resources	10 – 11
Information for Laid Off Work – Health Insurance Coverage	12 – 14
Dislocated Worker Program - FAQs	15 – 16
Dislocated Worker Program Paid Training - FAQs	17 – 18
WARN Act Basics – Simple Explanation	19
Sample WARN letter	20 – 21
Rapid Response Process	22-23
Information Meeting Notice Sample	24
Employer Layoff Questionnaire	25 – 26
CareerForce Locations in Minnesota	27
Notes	28-29



EMPLOYMENT AND ECONOMIC DEVELOPMENT

MINNESOTA'S DISLOCATED WORKER PROGRAM

DISLOCATED WORKER PROGRAM INFORMATION LINE

Telephone: 651-259-7537

Toll Free (in greater MN): 866-213-1422

TTY: 651-296-3900

Fax: 651-215-3842

Email: deed.dw@state.mn.us



MAILING ADDRESS:

Minnesota Department of
Employment and Economic Development
Dislocated Worker Program
Great Northern Building
108 5th St East
St Paul, MN 55101

WEB ADDRESS:



Information for employers:
mn.gov/deed/business/layoff-resources

Information for workers: CareerForce.MN.gov/layoff-resources

AGENDA

EMPLOYER MEETING AGENDA

- Company situation
 - Factors contributing to current situation
 - Possibilities for layoff aversion?
 - Employer questionnaire
- Dislocated Worker program overview
 - What do you know about the program?
 - What questions do you have?
 - Difference between DW and outplacement vendor, if applicable
- Rapid Response process
 - Group information meeting(s)
 - Committee meetings
 - Service delivery
- Next steps
 - Schedule group information meetings
 - Send follow up information



GROUP INFORMATION MEETING AGENDA

UNEMPLOYMENT INSURANCE BENEFITS OVERVIEW

- When to apply
- How to apply
- How much to expect in benefits

DISLOCATED WORKER PROGRAM OVERVIEW

- Goal of program:
Suitable re-employment as soon as possible
- When can I start using this program?
- Dislocated Worker Program benefits
 - Career planning and counseling
 - Job search assistance
 - Counselor-approved training
 - Support services
- Rapid Response Survey
To determine general needs and profile of the affected workers.
- Planning and Selection Committee
Includes seven to nine employee volunteers who help plan, deliver and evaluate transition services and communicate Dislocated Worker information to their co-workers.
- Planning and Selection Committee
- Helpful Resource Handout
- MN Sure Health Insurance



INFORMATION FOR WORKERS

UNEMPLOYMENT INSURANCE

The Unemployment Insurance Program provides a temporary, partial wage replacement while a person looks for work or takes part in training to prepare for their next career.

These benefits help take away some of the worry that comes with losing a paycheck and give you some time to find or prepare for your next career.

WHEN TO APPLY:

You should apply for benefits when you are no longer working or your hours have been greatly reduced.

HOW TO APPLY:

You can apply online using our mobile-friendly website by visiting <https://uimn.org>, or by calling our Customer Service Center.

HOW DOES GOING TO SCHOOL AFFECT MY BENEFITS

If you are in a full-time training program approved by the Dislocated Worker Program, attending classes and making satisfactory progress replaces the work search requirement for unemployment benefits. Attending an approved training does not extend the amount or length of your Unemployment Insurance benefits.



INFORMATION FOR WORKERS (CONTINUED)

UNEMPLOYMENT INSURANCE

For information about Unemployment Insurance in Minnesota go to <https://uimn.org>

On this site you will find information and videos about the following Unemployment Insurance topics:

- What do I need to know?
- How do I apply?
- How do I get paid?
- What affects my benefits?
- How do I appeal?



CUSTOMER SERVICE CENTER

We're here to help. Call us if you have questions or want to apply for benefits by phone.

Monday — Friday
8:00 a.m. to 4:30 p.m.
Twin Cities area: 651-296-3644
Greater Minnesota: 1-877-898-9090
TTY for the hearing impaired: 1-866-814-1252

Select a language: *English, Spanish, Hmong, or Somali*. For another language, follow the prompts to speak to a Customer Service Representative and request an interpreter for your preferred language. The representative will add an interpreter to the phone call.

DISLOCATED WORKER PROGRAM

LAID OFF? WE CAN HELP.

Workers who are unemployed or about to become unemployed may be eligible for services from Minnesota's Dislocated Worker program.

FREE services are available for workers who:

- Lose a job, through no fault of their own
- Are eligible for Unemployment Insurance or exhausted Unemployment Insurance
- May need help finding suitable employment quickly



WHAT'S IN IT FOR ME?

Career planning and counseling

- Advice on making career decisions and developing job goals
- Personal planning
- Assessment tools

Job search assistance

- Workshops on preparing cover letters and resumes, interviewing and networking
- Finding 'hidden' jobs
- Job clubs

Counselor-approved training

- Education advancement like a GED
- Workplace effectiveness skills
- Short-term training to brush up skills or get a new certification
- Long-term training for new skills in a new field

Support services

- Limited funds are available for expenses such as transportation or family care to help you achieve employment or training goals

DISLOCATED WORKER PROGRAM (CONTINUED)

WHAT'S NEXT?

Information meetings with workers

Group meetings are held to explain the program, recruit volunteers to serve on a committee, and complete a brief survey that helps us understand the needs and concerns of the group as a whole.

Planning and Selection Committee (PSC) meetings (1-3)

A committee of workers is formed to represent the needs of the affected workers and to choose a service provider who can best meet those needs. This committee represents all workers in the company. Its purpose is to interview and select a service provider who can best meet the needs of the group. The committee also acts as a liaison between the service provider and the affected workers. They work with the provider to plan the first steps of service delivery.

Project grant submitted and approved

In most cases, these services can begin within 24 hours after provider selection. The provider connects with the committee to refine a grant proposal to the State of Minnesota. The State must approve the grant application and verify that funds are available. Services can begin even while the grant application is pending.

NOTE: These steps illustrate an ideal case. This is our goal. Not every layoff works this way. The process can move slowly or quickly depending on the amount of employer engagement, the schedule of layoffs, and the availability of state and federal resources. We will do our best for our customers with whatever situation we face together with you.

HOW DO LAID-OFF WORKERS APPLY?

If a minimum of 50 individuals, who have also been laid off from your company express interest in accessing the Dislocated Worker program's services, our team will coordinate with the Planning and Selection Committee to choose a dedicated service provider for you. Together with the selected provider, we will proactively reach out to connect you with their services.

RAPID RESPONSE PROCESS

Partnering for a Smooth Transition

The company plays a vital role in planning and supporting the Rapid Response process. To ensure services are delivered efficiently, please consider the following key decisions:

GROUP INFORMATION MEETINGS

Help us determine the best way to inform your employees:

- Will workers be **paid** to attend?
- Will meetings be held **onsite** or **offsite**?
 - If offsite, what location is appropriate?
- Will notices be **posted or handed out** at least one week prior?
- How many meetings will be needed to reach all employees?

Plan based on group size, number of shifts, meeting room capacity, and employee availability.

COMMITTEE MEETINGS

(Planning & Selection Committee or Advisory Committee for Non-Competitive Services)

Your input ensures services meet the needs of your workforce. We will ask for your input to select 7 to 9 volunteers from the employee survey that provide a broad representation of the full group being separated. Consider the following:

- Will committee members be **paid** for participating?
(Most employers approve paid time and typically there are two initial meetings.)
- How long will meetings run?
 - *Typically 90 minutes to 2 hours; may take longer for provider selection.*
- Will meetings be held **onsite** or at an **offsite** location?

RAPID RESPONSE PROCESS (CONTINUED)

SERVICE DELIVERY

Support your workers by shaping how services are offered:

- Will employees be **paid** for attending orientations and workshops?
(Most employers allow paid time for services delivered onsite.)
- Will services be offered **onsite**?
(This is often the most convenient and effective option.)
- If using an **outplacement firm**, can the company help coordinate with their representative?
- Can the company provide **industry and business background** for grant application purposes
- Will meetings be held onsite or at an offsite location?

Let's work together to support your employees through this transition.

Questions? We're here to help you plan every step.



INFORMATION MEETINGS NOTICE SAMPLE



Dislocated Worker Program Information Meetings

To:

From: Minnesota Dislocated Worker Program – Rapid Response Team

The Minnesota Department of Employment & Economic Development (DEED) encourages you to attend the group information meeting listed below. This meeting is to inform you about services available to you.

The Rapid Response Team will explain what is available through the Dislocated Worker and Unemployment Insurance Programs as well as other resources. There will be a Resource Fair event following the meeting with various programs and services. These services are available at **no cost to you**. Some of the services include:

- Career counseling and assessment
- Funds for training or retraining
- Funds for transportation, childcare or emergency situations
- Job search assistance
- Resources including computers, phones, fax and copy machines
- **Unemployment Benefits – when to apply, how to apply, how much to expect in benefits**

DATE/TIME:

LOCATION:

If you have any questions, please contact:

CareerForce Division

Great Northern Building ■ 180 East Fifth Street ■ 12th Floor ■ Saint Paul ■ Minnesota 55101-1678
651-259-7537 PHONE ■ 800-657-3858 TOLL FREE ■ 651-215-3842 FAX ■ 651-296-3900 TTY ■ <http://mn.gov/deed/dw>

An Equal Opportunity Employer and Service Provider

EMPLOYER LAYOFF QUESTIONNAIRE



EMPLOYER LAYOFF QUESTIONNAIRE

Company Information

Company Name: _____

Address: _____

Parent Company Name (if applicable): _____

Address: _____

Is this company/organization owned by one of the following:

Woman Owned

Person with a Disability

Veteran or current member of the
US Military

Person of Color

Native American

Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Products produced or services provided:

Layoff Information

Reason for the layoff or closure: _____ Federal Impact: _____

Is this layoff related to increased imports or shifts in production outside of the United States? Yes No

Layoff/closure Date(s): _____ Employee Notification Date: _____

Will you be sending Rapid Response a WARN or give the employees another type of paid notice? Yes No

If yes, list date of notice period: From: _____ To: _____

Will you keep the employees on the job until the end of the notice period? Yes No

Job titles/occupations affected:

How many employees being laid off are veterans?

Number of permanent employees being laid off?

Do you employ any workers through a Staffing Agency? Yes No

If yes, how many? _____ Number over 32 hours/week: _____ Number under 20 hours/week: _____

If you employ workers through a staffing agency, please list the company name and contact information:

Do you employ any seasonal or migrant farmworkers: Yes No If yes, how many? _____

Do you employ any workers in the U.S. on a H2B or H2A Visa? Yes No

CareerForce Division-Rapid Response Team



An Equal Opportunity Employer and Service Provider

EMPLOYER LAYOFF QUESTIONNAIRE (CONTINUED)

Number of employees who have been employed by your company/organization for less than 6 months: _____

Do you expect to recall the employees? Yes No

If yes, do you expect the recall to be permanent or temporary? _____

Please list the recall timeline: _____

Union(s) representing the employees? Yes No If yes, union name(s) and contact(s) information:

Are you providing the employees with any non-cash benefits (e.g. health insurance)? Yes No

If yes, when do they end? _____ Specify which kind of benefits: _____

Will accrued vacation pay, PTO and/or sick pay be paid out upon layoff/closure? Yes No

If yes, when do they end? _____ Specify which kind of payout: _____

Will the company/organization be paying the employees severance? Yes No

If yes, will it be paid out in a lump sum? Yes No

If yes, provide a payment schedule: _____

Will any other special payments be made to the employees because of the layoff (e.g. bonuses (retention or otherwise), cash for COBRA, supplemental unemployment compensation (sub-pay))? Yes No

If yes, list the name of payment, formula, and/or reason: _____

Did the company or a predecessor pay into a pension, 401K, or other annuity for the employees? Yes No

If yes, please explain: _____

Do employees have an option to avoid layoff by exercising seniority or transferring? Yes No

If yes, please explain: _____

Is the company/organization providing outplacement services for employees? Yes No

If yes, please provide the name of the outplacement firm and a contact: _____

Please provide an estimation of the following:

Wages/salary: _____ Average length of employment: _____

Average Age: _____ Training/education levels: _____

What kind of preparations should we have for accommodations?

Wheelchair access Interpreter (list language(s) needed): _____ Access to print (e.g. Braille, audio or electronic): _____

Have employees been on a Shared Work Plan within the past year? Yes No

Did your company/organization experience layoffs/furloughs in the past years? Yes No

RAPID RESPONSE SURVEY - SAMPLE



RAPID RESPONSE SURVEY - STATE of MINNESOTA

This survey is confidential. We will use it to plan services and contact you. **Completing this survey does not mean you have enrolled in the Dislocated Worker Program.** You will still need to apply for the Dislocated Worker Program with the selected service provider.

Section A: Individual Background Information

Name: _____
 Home address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____
 Email: _____
 Company: _____ Current Job Title: _____

Please fill in the appropriate circles below for your home zip code.

HOME ZIP CODE				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

- Are you a Veteran of the U.S. Armed Forces?
 - Yes
 - No
- What is your age?
 - Under 20
 - 21 - 39
 - 40 - 59
 - 60 and over
- Do you need a language interpreter or translated materials?
 - Yes
 - No
- If YES, what language? _____
- What is the highest level of education you have completed? (Mark only one)
 - Did not complete high school
 - High school diploma or equivalency
 - Some trade or vocational training
 - Trade, vocational degree or certificate
 - Some college, no degree
 - Associate degree (2-year)
 - Bachelor or undergraduate degree (4-year)
 - Graduate or advanced degree
- Do you currently belong to a local union?
 - Yes
 - No
- If YES, which union? _____

Section B: Information About Your Current Job

- At the time of your layoff, how many years will you have worked for this company? (Please round up)
 - Up to 6 months
 - 6 months - 4 years
 - 5 - 9 years
 - 10 or more years
- On average, how many hours do you work per week?
 - Less than 20 hours
 - 20 - 31 hours
 - 32 - 40 hours
 - 41 or more hours
- What is your most recent wage with this company? (Select one)
 - Less than \$10 per hour / Less than \$20,000 per year
 - \$10 - \$19.99 per hour / \$20,000 - \$39,999 per year
 - \$20 - \$29.99 per hour / \$40,000 - \$59,999 per year
 - \$30 - \$39.99 per hour / \$60,000 - \$79,999 per year
 - \$40 - \$49.99 per hour / \$80,000 - \$99,999 per year
 - \$50 or more per hour / \$100,000 or more per year

RAPID RESPONSE SURVEY - SAMPLE (CONTINUED)



Section C: Looking Ahead

11. Which of the following best describes what you would like to do next? (Mark all that apply)

- Seek immediate employment
- Seek training or education
- Start or expand my own business
- Already have a job lined up
- Retire or leave the workforce

12. If you plan to seek **immediate employment**, which options are you seriously considering? (Mark all that apply)

- Seek employment in my current occupation
- Seek employment in a new occupation

13. In what **training** are you most interested?

- English as a Second Language (ESL)
- High School Diploma or Equivalency
- Computer skills training
- Update or learn new job skills
- Apprenticeship or On-the-Job Training (OJT)

14. In what **education** are you most interested?

- Trade or vocational certification
- Associate degree (2 years)
- Complete an undergraduate degree (4 years)
- Complete a graduate degree (over 4 years)
- Train to start or grow a business
- License or certification renewal

15. Would you like **individual assistance** with any of the following? (Mark all that apply)

- Develop resumes and write cover letters
- Find available jobs and how to search for them
- Update job interviewing skills
- Job interests and skills assessments
- Use professional and social networking tools
- Budgeting and paying my bills without a job
- Career, personal or family counseling
- Community-based resources (food, clothing)
- Vocational rehabilitation services information
- Military benefits information
- Health insurance information
- Energy assistance information
- Dependent care assistance
- Transportation assistance
- Housing or rental assistance
- Relocation assistance

16. Would you serve on a Planning and Selection Committee to choose a service provider, if necessary, and work with them to develop a plan for you and your co-workers?

- Yes
- No
- Maybe

17. After this presentation, do you plan to meet with a career counselor to enroll in the services mentioned above?

- Yes
- No
- Not sure yet

I authorize the Dislocated Worker Rapid Response Team to release this information to the selected service provider. I understand this information may be used for research and statistical purposes only in such a manner that my name will not be used in any report or publication without further notification. I understand that I may revoke this consent upon written notice and that this consent will expire within 12 months of the date of my signature.

Signature

Date

2025

HELPFUL WEB RESOURCES

HELPFUL WEB RESOURCES			
#	RESOURCE NAME	WEB LINK	PHONE NUMBER
1	DISLOCATED WORKER PROGRAM – If you're a worker who has been laid off (or notified that a layoff is coming) through no fault of your own, we offer services at no cost that focus on preparing you to find a suitable new job.	CareerForce.MN.gov/ dislocatedworker	651-259-7537
2	UNEMPLOYMENT INSURANCE (UI) – Your only stop for Minnesota Unemployment benefit information.	https://uimn.org	Twin Cities: 651-296-3644 Greater MN: 877-898-9090 Teletypewriter (TTY) users: 866-814-1252
	Eight UI videos on applying for benefits, benefit payments, help with password, etc.	https://uimn.org/uimn/applicants/videos	
3	CAREERFORCE – <ul style="list-style-type: none"> ● Search jobs based on job title, employer name and location throughout Minnesota posted on the state's labor exchange ● Find contact information for a CareerForce location near you where you can use a computer, printer or fax machine for your job search ● Find free workshops on career exploration and job search topics, learn about job clubs and other networking groups and get connected with employers near you hiring now 	CareerForce.MN.gov CareerForce.MN.gov/locations CareerForce.MN.gov/events	651-259-7500
4	VETERANS ASSISTANCE – Employment services for current and former members of the U.S. military.	CareerForce.MN.gov/ veterans-resources CareerForce.MN.gov/ MilitarySkillsTranslator	651-259-7500
5	CREATIVE JOB SEARCH GUIDE – Essential ingredients of a successful job search including identifying your skills, resumes and cover letters, job interviews, internet and social media, how to find work, etc.	CareerForce.MN.gov/ CreativeJobSearch	651-259-7500
6	APPRENTICESHIP – Apprenticeship is a formal system of employee training that combines on-the-job training with related technical instruction.	www.dli.mn.gov/business/workforce/be-apprentice	651-284-5005 or 1-800-342-5354
	Apprenticeship training programs by county – see what companies offer apprenticeships in what occupations.	www.apprenticeship.gov/partner-finder/listings	

HELPFUL WEB RESOURCES (CONTINUED)

HELPFUL WEB RESOURCES			
#	RESOURCE NAME	WEB LINK	PHONE NUMBER
7	<p>ON THE JOB TRAINING</p> <p>On-The-Job Training (OJT) (same sized dash as other rows) On-the-Job Training (OJT), a federal program funded by the Workforce Innovation and Opportunity Act (WIOA), lets you hire and train skilled workers and get reimbursed for your efforts.</p>	<p>www.careeronestop.org/BusinessCenter/TrainAndRetain/FundingEmployeeTraining/on-the-job-training.aspx</p>	
8	<p>CONVERTING LAYOFFS INTO MINNESOTA BUSINESSES (CLIMB) –</p>	<p>CareerForce.MN.gov/CLIMB</p>	651-259-7500
9	<p>STATE OF MINNESOTA JOBS –</p>	<p>www.mn.gov/careers</p>	
10	<p>FEDERAL JOBS –</p>	<p>www.usajobs.gov</p>	
11	<p>UNITED WAY –</p> <p>United Way has a team of compassionate, highly trained community specialists who are available to help you access the best local resources to address your needs.</p>	<p>www.211.org</p>	211
12	<p>PUBLIC BENEFITS –</p> <p>Determine possible eligibility for public health care, child care, tax credits, food support and energy assistance.</p>	<p>www.bridgetobenefits.org www.fareforall.org</p>	651-227-6121 763-450-3880
13	<p>HUNGER SOLUTIONS –</p> <p>The only statewide anti-hunger organization whose services reach every county of Minnesota.</p>	<p>www.hungersolutions.org</p>	1-888-711-1151
14	<p>MINNESOTA HOME OWNERSHIP CENTER –</p> <p>Worried about your next house payment? Already missed one? Concerned about your interest rate changing? You're not alone. There is help.</p>	<p>www.hocmn.org</p>	651-659-9336 or 1-866-462-6466
15	<p>MEDICAL ASSISTANCE OR MINNESOTACARE –</p> <p>MinnesotaCare is a health care program for Minnesotans with low incomes. To find out whether you qualify for MinnesotaCare, you must apply. View more information on page 12.</p>	<p>https://mn.gov/dhs/minnesotacare</p>	651-539-2099 or 855-366-7873
16	<p>MNSURE –</p> <p>MNsure can help you find, choose, and enroll in comprehensive health coverage and is the ONLY place to get financial help to lower the cost of insurance in Minnesota. View more information starting on page 12.</p>	<p>https://www.mnsure.org</p>	651-539-2099 or 855-366-7873
17	<p>MNSURE ASSISTER PORTAL –</p> <p>MNsure's assister portal is a secure, online platform for MNsure-certified assisters that integrates processes across MNsure's IT systems into a single point of access.</p>	<p>www.mnsure.org/assister-central/assister-portal/index.jsp</p>	651-539-2099 or 855-366-7873

INFORMATION FOR WORKERS

HEALTH INSURANCE COVERAGE

MEDICAL INSURANCE OR MINNESOTA CARE

Minnesota's public health care programs provide health insurance to Minnesotans with low to no income. Anyone who needs health care coverage is encouraged to apply to see if you qualify for Medical Assistance or MinnesotaCare, including those Minnesotans who have been furloughed or who have lost their jobs. You can apply anytime. Applications are accepted 24/7/365. There is no deadline to apply.

Medical Assistance is Minnesota's Medicaid program. MinnesotaCare is a premium-based program for people who earn too much to qualify for Medical Assistance but make too little to pay for private insurance. Those who qualify for MinnesotaCare never pay more than \$80 a month per person for their premium.

Medical Assistance and MinnesotaCare have income and asset limits that depend on your age, who you live with, and whether you are pregnant, blind or have a disability. They offer comprehensive coverage, including dental benefits and vision and behavioral health services. Most Minnesotans can apply for these programs online through MNsure, Minnesota's health insurance marketplace.

MNSURE

MNsure is Minnesota's health insurance marketplace where individuals and families can shop, compare and choose health insurance coverage that meets their needs.



MNsure is the only place you can apply for financial help to lower the cost of your monthly insurance premium and out-of-pocket costs. Most Minnesotans who enroll through MNsure qualify for financial help.

Visit www.MNsure.org for more information.

HOW TO GET COVERED

Visit www.MNsure.org to fill out an application for health coverage and to enroll in a plan. Before you apply, you can also compare plans on the website and see if you might be eligible to receive any financial help.

INFORMATION FOR WORKERS (CONTINUED)

HEALTH INSURANCE COVERAGE

GET FREE HELP

MNSure provides free help with the application and enrollment process.

MNSure-Certified Assisters

MNSure has a statewide network of health insurance experts who can answer your questions and help you fill out an application and enroll in a health insurance plan.

To find one near you, go to www.MNSure.org/help.

MNSure Contact Center — 651-539-2099 (855-366-7873 outside the Twin Cities)

Agents are available Monday through Friday year-round, with extended evening and weekend hours during the annual open enrollment period.

WHEN TO ENROLL

When you lose employer-sponsored health care coverage, you may qualify for a special enrollment period to get health care coverage through MNSure. Your special enrollment period begins 60 days before your last day of employer-sponsored coverage and continues for another 60 days after your last day of coverage. In your case, your last day of coverage through your employer is _____ (enter date given to you by your employer).

You can enroll in a plan at any time during your special enrollment period.

You **MUST** select a plan before the end of your special enrollment period.

- Enroll by the last day of the month your employer-sponsored coverage ends for your new coverage to begin the first day of the next month (date my coverage ends _____; first day of next month: _____)
- Enroll between the first and last day of the following month, for coverage to begin the first of the next month (first/last day of next month: _____, first day of following month: _____)
- Enroll between the first date of the next following month and 60 days from the date of loss of coverage for coverage the first of the next month.
- For example, if your last day of coverage is March 31:
 - If you select a plan by March 31, your new coverage would begin April 1.
 - If you select a plan on April 1 through April 30, your new coverage would begin May 1.
 - If you select a plan on May 1 through May 31, your new coverage would begin June 1.
 - If you don't select a plan by May 31, your special enrollment window will have expired.

Note: During the annual open enrollment period, which usually begins in November, all eligible Minnesotans can enroll in or change health plans through MNSure.

INFORMATION FOR WORKERS *(CONTINUED)*

HEALTH INSURANCE COVERAGE

HAVE THIS INFORMATION AT HAND BEFORE YOU APPLY

- Your life event reason(s) for special enrollment
- Date the life event occurred
- Proof of the last day of your employer-sponsored health insurance coverage
- Social Security number for each person applying
- Date of birth for everyone in household (not just those applying)
- Driver's license, Tribal ID or other ID
- For non-citizens, Green Card or other immigration documents
- Most recent 1040 federal tax forms
- Two most recent pay stubs
- Documents for other sources of income (Social Security, unemployment, self-employment, etc.)
- W2 form or Employer Tax ID Number (EIN)
- Employer's address and contact information
- Information about any employer-sponsored health insurance available to each person applying

CHOOSING MNsure OR COBRA

COBRA (the Consolidated Omnibus Budget Reconciliation Act) coverage can be expensive. Coverage through MNsure typically has a lower monthly premium cost. MNsure is also the only place where you can qualify for financial help to lower your costs.

If you choose COBRA you can switch to a MNsure plan during the 60-day special enrollment period after your last day of employer-sponsored coverage. After your 60-day special enrollment period you will not be able to enroll in a plan through MNsure unless your employer was subsidizing your COBRA premium and that subsidy ends, your COBRA coverage is exhausted, or until the next open enrollment period. Losing your COBRA coverage because you do not pay your premiums does not qualify you for a special enrollment period. If you are eligible for Medical Assistance or MinnesotaCare, you can apply and enroll at any time.

DISLOCATED WORKER PROGRAM – FAQs

INFORMATION FOR LAID OFF WORKERS

1. What exactly does this program do?

We have free services to help you find suitable reemployment. You will work one-on-one with a counselor to develop a plan which may include career planning and counseling; job search and placement services; counselor approved training and/or Support Services.

2. How is this different than the outplacement my company may be offering?

Our program does not have a time limit; we will be with you until you find your next job. Our program has money for training if you need to upgrade your current skills or learn new ones. Our program also has ‘Support Service’ money for emergency situations such as transportation, family care, a COBRA payment, etc.

3. What do I have to do next to get enrolled and get a counselor?

If at least 50 people from your layoff are interested in enrolling in the Dislocated Worker program, we create a committee of workers to choose which Dislocated Worker program service provider you would like to work with. Maybe you would like to be on a “Planning and Selection Committee” to help make that decision. If so, check “Yes” on the survey. Once the provider is selected, you will be notified on how/when/where to get enrolled in the program. If your layoff is under 50 people, you would need to contact one of our Dislocated Worker Program providers ([https:// mn.gov/deed/programs-services/dislocated-worker/wioa-adult/providers](https://mn.gov/deed/programs-services/dislocated-worker/wioa-adult/providers)) and ask to enroll. From there, the organization will direct you on next steps.

4. What if I don't know what I want to do next?

That's what's so great about this program; we'll help you figure it out. Your counselor can offer advice and assistance with career decision-making and how to develop job goals to find a suitable job. Your counselor also has assessment tools to learn more about your skills, abilities and interests to assist in looking at career paths.

DISLOCATED WORKER PROGRAM – FAQs (CONTINUED)

INFORMATION FOR LAID OFF WORKERS

5. Great. I'm ready. Am I enrolled now that I completed that survey?

No, today is an information session for you. The survey you completed does not enroll you in the program. It is a means for us to learn more about your whole group so we can plan how to best meet your needs and to get a sense of how many affected workers will enroll in the program.

6. When can I get started?

The process to select a provider won't take long; meanwhile anyone may use a CareerForce location for basic job search assistance. To find the nearest CareerForce location, go to: ***CareerForce.MN.gov/locations***.

7. I'm worried about health care. Does this help me become eligible for MNsure?

MNsure could be an option for you. Also, talk to your counselor, who may be able to help with Support Services or might be able to refer you to another program or agency that can help. Your counselor may have a list of more affordable health care options.

8. How does my involvement in the Dislocated Worker program affect my Unemployment Insurance benefits?

Unemployment Insurance expects you to actively look for a job **UNLESS** you are enrolled in full time training that is approved by your Dislocated Worker counselor. Attending classes and making satisfactory progress replaces the work search requirement for unemployment benefits. Approved training does not extend or change the amount or length of benefits on your account.

9. What if I get a job (part-time, full-time or interim)? How does that affect my participation in this program?

Many people work a part-time job (31 or fewer hours per week) or an interim job for additional income while using this program. Before accepting employment, check with your counselor to see if it will affect your eligibility for this program. To find out how a job will affect your unemployment benefits, visit the unemployment website at ***https://uimn.org*** or call 651-296-3644 or 1-877-898-9090 to speak to an Unemployment Insurance Representative.

DISLOCATED WORKER PROGRAM PAID TRAINING – FAQs

INFORMATION FOR LAID OFF WORKERS

1. How do I find out if the Dislocated Worker program will pay for my training?

When you enroll in the Dislocated Worker program, a counselor will walk you through a reemployment plan and training may be part of your plan. Covered costs will be determined by your Dislocated Worker counselor.

2. Who approves the training?

Only your Dislocated Worker counselor can approve training.

3. I've already begun training. Can you pay for it?

The Dislocated Worker program cannot pay for training that has already occurred but speak with your counselor about costs moving forward.

4. A class I really want is coming up quickly. Do I really have to wait for a counselor?

Yes, but if you let the Dislocated Worker counselor know your timeline, they can often accelerate the process.

5. Do I have to go to school in Minnesota?

No, but your training plan needs to make sense for you, your commute, your subsequent job search, the labor market, cost, and other factors. Your Dislocated Worker counselor would still need to approve your out-of-state training plans.

6. I want to take an on-line class, will you pay for that?

Possibly, if it fits into your individual plan and your Dislocated Worker counselor approves it.

7. What happens if I'm going to school and get a good full-time job?

Many people take on part-time work as part of their plan, to help pay expenses while in school. If you get a substantial offer of a full-time job to replace the one you lost, your counselor will have advice on how to proceed. Sometimes a hiring employer will pick up the cost of remaining training if the credential is meaningful to them (it never hurts to ask!) In any case, our goal is to get you a job, and we'll help you achieve that goal. If you get a good, full-time job, you will not have to pay back any training money but we will not pay for any more classes going forward as you will have met the goal of the program.

DISLOCATED WORKER PROGRAM PAID TRAINING – FAQs

INFORMATION FOR LAID OFF WORKERS

(CONTINUED)

8. *I already have a bachelor's degree. Does that mean I am not eligible for training?*

Your Dislocated Worker counselor will consider and discuss several factors with you: Do you need to upgrade your current skills? Are there jobs available utilizing your current skills? What does the Labor Market Information support? If training makes sense, your Dislocated Worker counselor may approve it.

9. *If I'm in training with the Dislocated Worker Program, how will it affect Unemployment Insurance benefits?*

If you are in a full-time training program approved by the Dislocated Worker Program, you are not required to seek work while you are attending school. Attending classes and making satisfactory progress replaces the work search requirement for unemployment benefits. Approved training does not extend or change the amount or length of benefits on your account.



WARN ACT BASICS – SIMPLE EXPLANATION

What is the WARN Act?

The WARN Act is a Minnesota and Federal law that helps protect workers and communities when large job losses are about to happen. It requires certain employers to give advance notice before a major layoff or business closure.

Who does the Minnesota and Federal WARN Act apply to?

The law applies to employers who have 50 (Minnesota Law) or 100 (federal law) or more employees (not counting part-time workers). Smaller employers are usually not covered.

What situations require notice?

- Closing a business or work site, or
- Laying off 50 or more employees within Minnesota.

How much notice is required?

Employers must provide **at least 60 days' written notice** before the layoff or closure happens.

Who must receive the written notice?

- Affected employees (or their union, if they have one)
- The State Rapid Response Team (SRRT)
- Local government officials in the area where the job loss will occur

What information must be included in the notice?

- What is happening (layoff or closure)
- When it will happen
- Whether the job loss is permanent or temporary
- How many employees are affected
- Contact information for the employer

What happens if an employer does not comply?

- Pay back wages and benefits to affected employees
- Face penalties under the law

SAMPLE WARN LETTER

Company Name
Address
City, State, Zip code

Month DD, YYYY

Commissioner
Department of Employment and Economic Development
Great Northern Building
180 E 5th St Suite 1200
St. Paul, MN 55101

Rapid Response Coordinator
Dislocated Worker Program
Department of Employment and Economic Development
Great Northern Building
180 E 5th St Suite 1200
St. Paul, MN 55101

Mayor XX
Address
City, State Zip Code

RE: WARN Act Notice

Dear Commissioner Matt Varilek:

Pursuant to the Worker Adjustment and Retraining Notification (WARN) Act and Minnesota Statute 116L.976, this letter constitutes COMPANY NAME's notice to the State's Rapid Response team of a pending plant closing/layoff at ADDRESS in CITY, MN zip code.

Explanation of whether the employment loss will be temporary or permanent, whether the entire plant is being closed and if positions will be moved overseas.

EXAMPLE: Company name has made the decision to outsource the majority of its global customer care operations. As a result of this decision, we are eliminating XX positions in our Name of City customer service call center location. We will maintain a small team of 13 Customer Service associated and 11 Custer Care Operations staff to manage the outsourcing relationship as well as a few other client-related activities. Outsourcing will move positions to India-based call centers.

SAMPLE WARN LETTER *(CONTINUED)*

Expected date of the first job losses, along with a schedule of any further employment reductions.

EXAMPLE: Job losses are expected to be on or around Month DD, YYYY. No further employment reductions are planned at this time.

Names, addresses, layoff dates, and job titles of positions that will be affected in each unit, department, or classification.

EXAMPLE: Exhibit A (attached) contains names, addresses, layoff dates, and job titles of affected employees in each unit, department, or classification.

Name of each union/employee representative and the name and address of the chief elected officer of each union.

Example: Affected employees at this location are not represented by a union.

Statement of bumping rights, if any exists:

EXAMPLE: These terminations are permanent and there are no applicable bumping rights.

Name and telephone of a company contact person who can provide additional information.

EXAMPLE: Please contact First and Last Name, position, telephone number or email address, if you should you require any additional information.

Sincerely,

(Signature)

First Name and Last Name, (Position)

Email information

Phone information

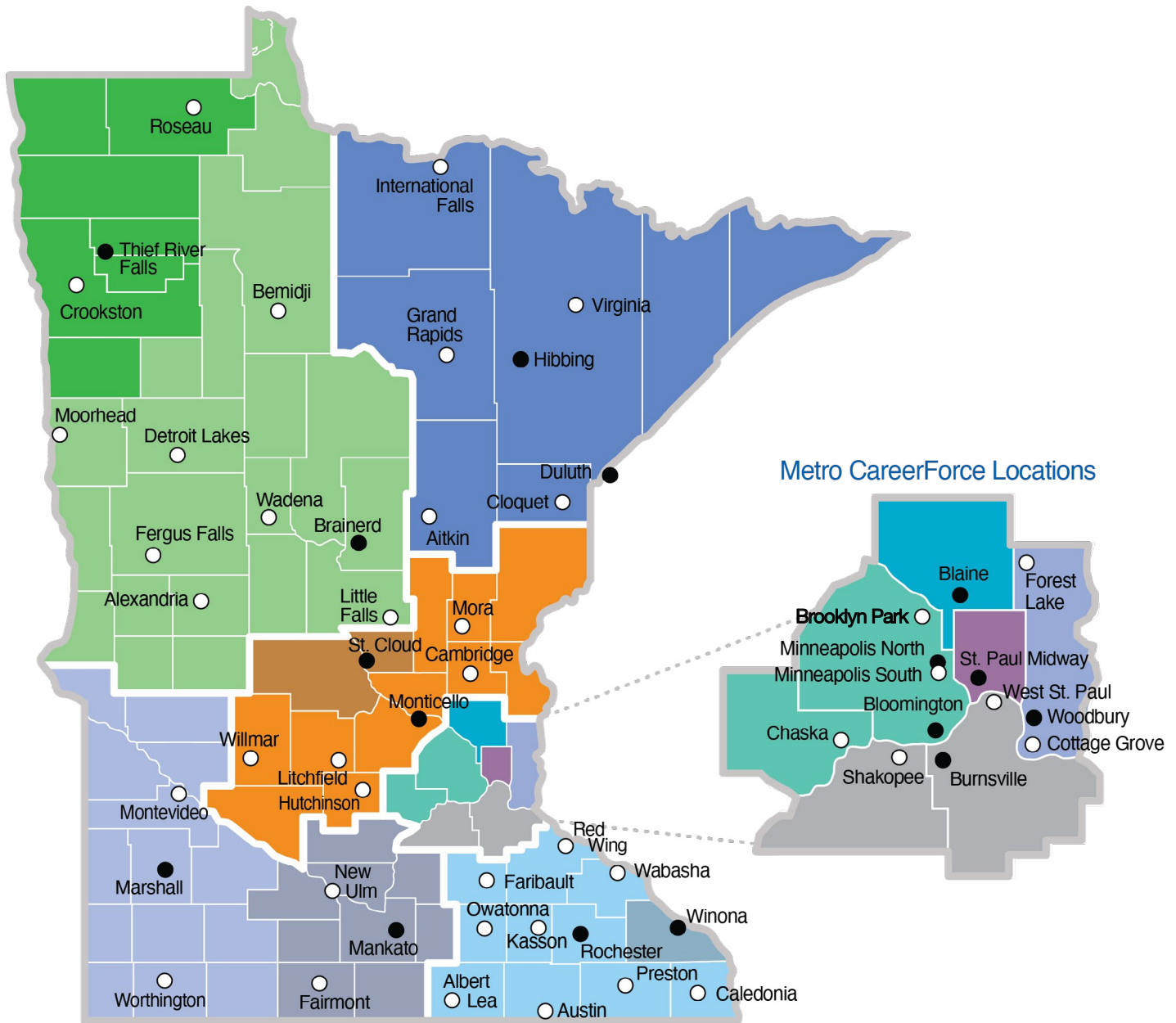
Address

Enclosures

Exhibit A – Names, Addresses, Layoff Dates, and Job Titles of Affected Employees

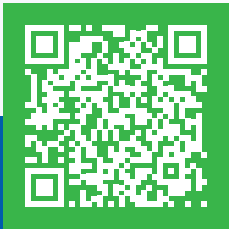
CAREERFORCE LOCATIONS IN MINNESOTA

There are more than 50 CareerForce locations statewide. Each location has staff to serve you and help connect you with the resources you need. Minnesota employers are also invited to find their regional team of specialists, including Rapid Response Team Members at CareerForce.MN.gov/meet-your-regional-team.



Find the CareerForce location nearest you:
CareerForce.MN.gov/locations

- CareerForce Locations
- Comprehensive CareerForce Locations



mn EMPLOYMENT AND
ECONOMIC DEVELOPMENT
STATE RAPID RESPONSE TEAM

The Minnesota Department of Employment and Economic Development is committed to equal opportunity, affirmative action, and diversity.
mn.gov/deed/about/what-guides-us/equal-opportunity

Upon request, this information can be made available in alternative formats for individuals with disabilities.