

Referral Services:

SDC EAA connects participants to SDC staff members who assist them one-on-one. Coordinating the access and delivery of services involves:

- Assessing, or facilitating the assessment of, a job seeker's education, abilities, skill level, interests and obstacles to self-sufficiency.
- Developing plans to increase employability and address barriers to employment with the job seeker's input.
- Providing information on, and selecting, the best combination of employment, training and support services to accomplish plan objectives.

Assessment:

- SDC will evaluate each participant's education, and aptitude, interests and vocational skills, and assist with any barriers that may be preventing him or her from obtaining\ maintaining employment.

Support Services:

While SDC provides some of these services directly, the agency also refers participants to other community services:

Support Services include:

- **On-site Child Care** for job seekers who are participating in workshops, or appointments at one of the Job Centers.
- **Food Assistance** is provided through Food Pantries.
- **Emergency Assistance** is available to help those affected by homelessness, fire or natural disaster.
- **FoodShare** and **Medical Assistance** are available through Milwaukee County Department of Health & Human Services.
- **Wisconsin Shares** (Wisconsin's child care assistance program) is available through Milwaukee County Department of Health & Human Services.
- **Healthy Marriage/Relationship Services** are available to couples with newborns under three months old, or who are expecting a child, through Parents Plus of Wisconsin.

- **VITA: Tax Credit and Preparation Assistance** is available to prepare low-income residents' taxes and file them electronically for free.

- **Education:** If the assessment of a job seeker's education level reveals that he or she does not have a high school diploma or GED, or needs to improve math, reading or language skills, SDC offers a several education service options. These include:

Adult Basic Education classes allow job seekers the opportunity to fine-tune math and reading skills and improve their chances for obtaining a job.

General Education Development (GED) Test Preparation allows job seekers to prepare for taking, and passing, the GED test. This service is also offered in Spanish.

Retention/Work Supports:

SDC offers several ways to support newly hired job candidates and improve their success in the workplace, including:

- **Earned Income Tax Credit (EITC)** is a special tax benefit for working people who earn low to moderate incomes. Workers who qualify for the EITC and file a federal tax return can get back some or all of the federal income tax that was taken out of their pay during the year. They may also get extra cash back from the IRS.
- **Get Checking** is for persons with a damaged credit history the Get Checking Program is offered regularly and provides opportunity to re-establish credit accounts and begin to repair credit.



Because There's No **One Way**
To End Poverty

W-2 Eligibility & Assessment

4041 N. Richards Street
Milwaukee, WI 53212
(414) 326-2900
Fax (414) 326-2901

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detailed information on our
programs and our various locations.

www.cr-sdc.org



Social Development Commission

W-2 Eligibility & Assessment



*Helping parents
prepare for, find
and maintain
consistent
employment.*

W-2 Eligibility & Assessment

The W-2 philosophy emphasizes the importance of employment and how W-2 agencies can help parents become employed, or for those with disabilities pursuing SSI/SSDI, W-2 can help navigate the application process.

W-2 Basic Assumptions

- Work is the best way for parents to support their families.
- Family income should improve when parents work.
- Families benefit from participating in W-2.
- Consistent work is essential for parents to achieve economic stability.
- W-2 participants are parents as well as job seekers.
- Eligible parents must be willing to participate in exchange for W-2 benefits.
- W-2 matches the needs of working parents with the needs of local employers.

W-2 Eligibility

- Must be a US Citizen or Qualified Alien Status.
- Must **Not** be receiving SSI or SSDI.
- Must have custody of your own child that is under age 18.
- Must meet financial and nonfinancial eligibility.
- Must cooperate with Child Support.
- For Two-Parent households, **both parents are required to be part of the entire application process.**

Required Information You May Need to Sign up for W-2

- Birth Certificate, Alien Status
- Social Security Card
- Proof of Identity
- School Enrollment or Completion Certificate
- Rental Property or Home Owner's Information
- Monthly Utility Expenses
- Checking/Savings Accounts
- Insurance Policies
- Vehicle Information
- Wisconsin Income Tax Return

- Child Care Expenses
- Student Loans, Grants Scholarship and Fellowship
- Child Support
- Pregnancy Statement
- Incapacitation
- Guardianship/Power of Attorney

W-2 Locations

MAXIMUS - Central • 4030 N. 29th St.
(414) 203-8500

MAXIMUS - Southwest • 1304 S. 70th St.
(414) 607-0477

PSI - Northwest • 6550 N. 76th St.
(414) 760-6060

UMOS - Southeast • 2701 S. Chase Ave.
(414) 389-6600

YWCA - Northeast • 1915 N. ML King Dr.
(414) 267-3900

W-2 Orientation

The W-2 Orientation gives an overview of how W-2 services can assist applicants/participants with obtaining employment and addressing barriers through means of supportive services and other relevant services offered by W-2 and its partners.



Keeping Employment Your Scope (KEYS)

The KEYS workshop is the first point of activity for participants who are determined to have the necessary skills for immediate engagement into employment. This is an open entry open exit workshop conducted by SDC Workshop Facilitators.

This workshop focus on immediate employment attachment, motivation tips and techniques that focuses on strategies for attaining and maintaining employment.

In addition, KEYS workshop is an assessment of participants to determine the most appropriate career objectives and identify enhancement of skills necessary for employment.

Workshop Hours:
Monday - Thursday 1:00 pm - 2:30 pm

Job Club

Workshop Facilitators will assist participants who are looking for work and ready to enter the workforce. Job Club provides a range of services to help participants return, advance or seek employment. Job Club Facilitator provide employment coaching and support participants in developing essential skills and various resources needed for employment search.

Job Club Hours:
Monday - Thursday 2:30 pm - 4:00 pm

Resume Development – Resume Outline

Some people view a resume as *their life on a page or two*, a resume is a brief document that presents and sells your most relevant and positive assets and skills for employment, or other professional purposes.

Goals of SDC Resume Development are as follow:

- Develop a Resume Outline for participants that do not have a resume.
- Review and give professional advice to participants that currently have a resume.
- Assist participant on the computers with developing their resume.
- Assist with finalizing a finished product that delivers their assets to employers.

Resumes are always growing and changing as your goals shift or the job market changes. As you grow personally and professionally you will need to revise your resume or create new versions. Writing a resume is a continual process.

Employment/Placement Services

SDC Representatives has extensive experience in developing and maintaining jobs with public and private employers and providing related services. They work closely with Milwaukee Job Centers/Resource Room to assist participant with obtaining employment and other employment related needs.

SDC Job Developers and Placement Specialist work closely to ensure that employment opportunities are matched with participant's skills and interest.

SDC offers a wide range of services to job seekers eager to find stable employment.

- **Employment Counseling** is a set of interventions designed to help participants identify and resolve issues which must be faced in making and carrying out employment-related decisions. SDC Representatives will provide participants with tips and techniques to assist with addressing identified barriers through the Planning and Accountability process, taking into account W-2 requirements and activities design to develop each participant with creating a career path that will lead them to self sufficiency.

- **Career Counseling** is provided about industries in demand for workers, matching skills/interests with job opportunities that will lead to employment.

- **Job Readiness Workshops** include, KEYS, Job Club and Resume Preparation/Outlines.

Keeping Employment Your Scope (KEYS) is a workshop that focuses on immediate employment attachment, motivation tips and techniques that focuses on strategies for attaining and maintaining employment.

- **Employment Matching/Career Exploration and Placement Services** staff develops and/or identify job opportunities for SDC participants and match them to open positions. In addition, staff assesses employment needs and career planning to develop a career path for employment.

(414) 326-2900