

*Our team is committed to providing our services to businesses of all types, regardless of size or industry.*

### What is the Adult/Dislocated Worker Services?

The Adult and Dislocated Worker Services are funded through the Workforce Innovation and Opportunity Act, and provides job search assistance and retraining to individuals who are considered low income or who are receiving or eligible to receive unemployment compensation or food assistance.

**The purpose of the services is to provide assistance to individuals transitioning into the workforce.**

*"I am better able to care for my family now that I have a more secure career. As a single dad of three you worry about the long term, with my situation the way it was, I wasn't able to keep doing auto mechanics. With my training in Mechatronics, I know that I can find and keep a position for a long time. Michigan Works! staff helped me with every step of the process, I couldn't have done it on my own."*

- Carlos J., a participant in the Adult and Dislocated Worker Services at Michigan Works! Southwest, Kalamazoo Office.

# Adult and Dislocated Worker Services



### Services Available

- Employment and career coaching
  - One-on-one job search assistance
  - Resume, cover letter and application building
  - Access to exclusive job leads
  - Referral to community resources
- On-the-Job Training (OJT)
- Classroom vocational training

### What is On-the-Job Training?

- A service provided to make the jobseeker more marketable to employers by offering the employer a reimbursement for training costs.
- Gives the employer the incentive to Hire, Train and Retain you!
- Does not affect your pay; a contract for a set amount of time is written directly with the employer.

### Classroom Training

- Classroom training can only be approved based on funding availability, occupational employment forecasts, and demand ranking.
- Classroom training is offered on a first come-first serve basis.

### Documents Required for Enrollment

- Valid Michigan driver's license or valid Michigan I.D. card
- Social Security card
- Birth certificate
- Verification of selective service registration (if applicable)
- DD214 if eligible veteran
- Verification of unemployment (if applicable)
- Verification of low income/food assistance (if applicable)

*\*Enrollment is required for all services, contact your local office to start the enrollment process.*

### Contact Information for Adult & Dislocated Worker Services

Branch County: (517) 278-0203  
 Calhoun County: (269) 660-1406

Kalamazoo County: (269) 488-7629  
 St. Joseph County: (269) 273-7067

### Michigan Works! Southwest Service Centers

BRANCH COUNTY  
 (517) 278-0200 FAX (517) 278-0221

CALHOUN COUNTY  
 (269) 660-1412 FAX (269) 965-3653

KALAMAZOO COUNTY  
 (269) 383-2536 FAX (269) 383-3785

ST. JOSEPH COUNTY  
 (269) 273-2717 FAX (269) 273-3002