

Employment Guide

*Resources for Older Adults and
Adults with Disabilities*



***ADRC of Brown County
can provide in-depth
assistance about
resources and more.
We are here to listen to
your story and help you
find answers and
solutions.***

ADRC of Brown County

300 S. Adams St. Green Bay, WI 54301

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www.adrcofbrowncounty.org

ADRC is a nonprofit, 501(c)3 organization

Find us online:



Getting Started

Finding a job can be difficult and sometimes frustrating or scary. If you are an older adult, an adult with a disability, or maybe transitioning out of high school into the work world for the first time, getting employed may seem impossible. The options can be confusing and overwhelming at times. There are resources, services, and supports available in Brown County. This handbook helps you understand those options.

Use this handbook as a guide to getting started on your journey. ADRC of Brown County is here for you - reach out to us!

Table of Contents

3-4	Employment Assistance for Anyone
5	Employment Assistance for Seniors
6	Employment Assistance for Veterans
7	Employment Assistance for People with Disabilities
8-11	SSA Work Incentive Programs
12	Supports for Potential Employment Funding
13-14	Assistive Technology Equipment
15	Clothing for Work
15-16	Legal Issues and Advocacy
17-18	Online Resources

Our Mission:
***“Empower and enrich
the lives of older adults,
adults with disabilities
and their caregivers.”***

For more Information:

Visit our website:

www.adrcofbrowncounty.org

211 Community Services database:

www.get211.org

Employment Assistance for Anyone

Looking for a job is not easy and can be a hard task for anyone. There are several programs in Brown County that offer employment services and help with job searches and employment goals.

Wisconsin Job Center

Location: 301 N. Adams St. #130 Green Bay, WI 54301

Contact: (920) 930-6570 | www.wisconsinjobcenter.org

This is a one-stop-shop, offering a large variety of services and programs to both job seekers and employers. There are several different agencies providing services to assist people with meeting their employment goals right within the Job Center. See page 6 for veteran assistance and page 7 for assistance if you are an adult with a disability.

Computer labs

- Free access to www.wisconsinjobcenter.org (list of available jobs)
- Free, self-paced instruction on computer skills, typing, and data entry
- Free fax and email to apply for jobs and send resumes

Monthly Job Seeking Workshops

- Help writing or updating resumes
- Assistance writing an effective cover letter
- Tips for job interviews

Career Counseling

- Help focus on interests
- Evaluation of skills through assessment tests

Forward Service Corporation

Location: 726 Pine St. Green Bay, WI 54301

Contact: (920) 940-6066 | www.fsc-corp.org

Forward Services Corporation Career Center Program and Services help customers find new jobs and careers with services that include career guidance, training, work experience, and supportive services.

NWTC Career Services

Location: 2740 W. Mason St. Green Bay, WI (NWTC Student Center)

Contact: (920) 498-6250 | www.nwtc.edu

NWTC Career Services is open to the general public. Career counselors can assist you with searching for jobs, including resume reviews and mock interviews. You can also learn about internships and learning experiences, plus how to network and develop your portfolio.

Employment Assistance for Anyone

Small Business Development Centers

Location: 2701 Larsen Rd. Green Bay, WI 54303

Contact: (920) 496-2117 | www.wisconsinsbdc.org

Self-employment is becoming popular because it provides flexibility and freedom from such barriers as transportation, inaccessible work environments, and fatigue. With that freedom also comes risk and responsibility. Starting a small business is a lot of work, and you may need direction and guidance along the way. Small Business Development Centers offer information and technical assistance to help you start a business.

Call the Wisconsin Business Answer Line at (800) 940-7232 for free answers to questions about business start-up and management. Receive personal attention from a counselor who has real-world management experience.

Temporary Employment Agencies

Sometimes known as temp/staffing agencies, these agencies provide employment opportunities and staffing solutions to job seekers and employers. Temporary Employment Agencies interview job seekers and try to match them with employment opportunities. Work can be offered on a daily, weekly, monthly, or long-term basis. Temp agencies serve the general public and cannot discriminate against people with disabilities.

There is no guarantee they will be able to find an appropriate placement for all job seekers. These temp agencies can be found throughout Brown County, check the “Employment” section of the yellow pages.

Worker Connection Program

The Worker Connection Program is a navigational support service that helps people access employment and social resources that are available to them. Career Navigators are specially trained to assist people in creating career pathways by identifying their skills and interests in relation to their conditions of work so that they can have good jobs. Individualized plans can include training programs, transportation, childcare, long-term care and mental health resources, state and federal grants, financial literacy and more.

Who we serve: The program is free to participate in and is open to anyone living in Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Shawano, or Sheboygan counties. There are no eligibility requirements.

How to apply: There is no formal application process. Send an email with your name and the best way to contact you to wcp@dwd.wisconsin.gov.

Employment Assistance for Seniors

WISE Program

Location: 201 W. Walnut St. #204 Green Bay, WI 54303

Contact: (920) 469-8858 | www.ds.wisconsin.gov

This is a statewide senior employment and training program under Greater Wisconsin Agency on Aging Resources (GWAAR). It provides employment and training assistance to adults through part-time work experience in the community. You must be a resident of WI, 55 years or older, meet certain income guidelines, and be unemployed. Working with an Employment Specialist, you are matched with a host agency, where you will get on-the-job training skills necessary to gain work outside of the program.

Senior Training & Employment Programs (S.T.E.P.)

Location: 2900 Curry Ln. Green Bay, WI (Curative Connections)

Contact: (920) 593-3557 | www.curativeconnections.org

S.T.E.P. is an employment and training program for unemployed people age 55 and older. You work under 20 hours per week and are paid minimum wage. If eligible for the program, you complete an orientation that assesses your skills, education, and interests. You are then matched with a nonprofit or government host agency worksite, earn minimum wage, update skills, obtain a current work reference, and become more employable. During your time working at a host agency, you also continue to look for a permanent job.

Foster Grandparent Program

Contact: (920) 469-1236 (Program Coordinator)

If you are age 55 and older, you can serve as a grandparent role model in childcare classrooms. Volunteers help at any of seven Encompass Early Education and Care Centers in Green Bay, Allouez, and De Pere. As well as being 55 year or older, you must also meet a limited income guideline. Volunteer hours can be anywhere from 15 - 30 hours per week. Travel is reimbursed monthly.

Employment Assistance for Veterans

Vocational Rehabilitation & Employment Program (VR&E)

Contact: www.benefits.va.gov

If you are a veteran with a service-connected disability, get assistance finding and keeping a suitable job. You must have a discharge that is other than dishonorable, a service-connected disability, and submit a completed application for VR&E services. If you are found eligible, then you will receive a comprehensive evaluation: assessment of abilities, skills, and interests; assessment of whether your service-connected disability prevents you from finding/holding a job; and help developing goals that lead to employment and/or maximum independence at home or in the community.

Center for Veterans Issues (CVI)

Location: 201 W. Walnut St. #202 Green Bay, WI 54303

Contact: (920) 407-1349 | www.cvivet.org

CVI finds employment and housing for returning veterans integrating into civilian life. To be eligible for services, you must have served at least one day of active duty and have anything except a dishonorable discharge.

Wisconsin Job Center

Location: 301 N. Adams St. #130 Green Bay, WI 54301

Contact: (920) 930-6570 | www.wisconsinjobcenter.org

The Wisconsin Job Center has programs specifically designed to help veterans, including disabled veterans, find employment in the community. In addition, the Center offers assistance in writing resumes and cover letters, employment workshops, career counseling, and other employment services

Wisconsin Job Center for Vets

Contact: (608) 266-8080 | www.wiscjobsforvets.wi.gov

This Madison-based organization finds job opportunities within the State of Wisconsin agencies for veterans. To be eligible, you must have a service-connected disability rating of 30% or more, and not currently employed in a permanent State of Wisconsin position.

Employment Assistance for People with Disabilities

You may not know how to begin looking for a job after being out of the workforce due to your disability. Fortunately, there are many supports in the community that can help you find jobs that are a good fit for you and accommodate your disability.

Division of Vocational Rehabilitation (DVR)

Location: 301 N. Adams St. #130 Green Bay, WI 54301

Contact: (920) 930-6733 | www.dwd.wisconsin.gov/dvr

DVR is a federal and state-funded program designed to help individuals with disabilities in preparing for, finding, and keeping employment. If you find it difficult to work due to your disability, you may be eligible for DVR. There is no charge for most services.

You have the right to choose your job goal and the services needed to reach that goal. DVR provides help in making the best choices about service options. You and the DVR counselor will agree on an Employment Plan. When the Employment Plan is complete (services listed are received and the goal accomplished), the DVR case will be closed. You can reapply for DVR services if something changes and employment services are needed again. If long-term employment support seems like the best option, DVR may ask for ADRC to become involved to determine if you are eligible for long-term care funding.

The goal-achieving DVR services include:

- Vocational Services - Career exploration, skills assessment, job development, and training
- Benefits Analysis - Counseling on earning limits and the number of hours that can be worked while still receiving SSA benefits
- Assistive Technology - Exploration and possible funding for technological aids and devices that can make it easier to do a job
- Transition Services for Students with Disabilities - DVR liaison is assigned to each school

Oneida Nation Vocational Rehabilitation

Location: 2640 W. Point Rd. Green Bay, WI 54304

Contact: (920) 790-3973 | www.oneida-nsn.gov

American Indians with disabilities can receive employment enhancement services. The goal of this program is to help you find and/or maintain employment. You must be a member of a federally-recognized tribe, want to work, have a clinically-diagnosed condition which causes a significant barrier to employment, and want to completely participate in the process.

A counselor determines eligibility and helps complete the intake process. A vocational assessment looks at your strengths, abilities, and capabilities. The counselor helps you develop an Individualized Plan for Employment, outlining the education and/or training and support services needed for employment. The counselor stays in contact until your goals are met.

Social Security Administration Work Incentive Programs

The Social Security Administration (SSA) offers many resources to help Social Security Income (SSI) and Social Security Disability Income (SSDI) beneficiaries return to work. Staff can talk with you about going back to work and work incentive programs provide support when you are going back to work. All programs and services are provided free of charge. Some work incentive programs allow you to work and still receive full, monthly disability payments. Other programs allow you to set aside income and/or resources to be used toward specific work goals.

Contact: (920) 433-3904 (Work Incentive Liaison) | (800) 772-1213 (Brown County SSA Office)

Work Incentive Programs*	Program Servs SSDI Beneficiaries	Program Serves SSI Recipients
Ticket to Work	X	
Trial to Work	X	
Extended Period of Eligibility (EPE)	X	
Medicaid Purchase Plan (MAPP)	X	
Health & Employment Counseling (HEC)	X	
Impairment-Related Work Expenses (IRWE)	X	X
Plan for Achieving Self-Support (PASS)		X

*Find more details on the work incentive programs listed in the above table on pages 9 - 11.

Social Security Administration Work Incentive Programs

Ticket to Work

Contact: (866) 968-7842 | www.yourtickettowork.com

The SSA offers the Ticket to Work and Self-Sufficiency Program to provide SSDI recipients support to become and stay employed, increase their earnings, and eventually leave and remain off benefits by being fully self-supportive.

If you are an eligible Social Security disability recipient (“ticket holder”), you may assign your ticket to an Employment Network (EN) of your choice to get employment services, vocational rehabilitation services, or other support services necessary to help you be independent through work opportunities. Receive job training and placement, referrals, and ongoing support and services to help meet your employment goals.

ENs are contracted with SSA to provide free services to you under the Ticket program. You and an EN work together to develop a plan that includes employment goals, plus a description of the specialized services the EN must provide to help meet those goals. All ENs provide career counseling, job placement, and ongoing support services. You can also choose to work with your state Vocational Rehabilitation agency.

Trial Work Period

Contact: (877) 826-1752 (Work Incentives Benefit Specialist Counselor)

(888) 862-4811 (Work Incentive Liaison, Brown County SSA Office)

If you receive Social Security Disability Income (SSDI) benefits and decide to return to work, the Social Security Administration (SSA) allows for a period of time to test out your ability to work. This is called a Trial Work Period (TWP). You can work while still receiving full SSDI benefits for at least nine months, no matter your income level.

TWP begins the first month SSDI earnings exceed the TWP income limits. TWP ends when you have earned above a certain amount per month for at least nine months within a five-year period.* Once the TWP ends, the case benefits may stop due to work, but you can still receive health insurance.

**Months do not need to be consecutive. If you earn below a certain amount in any month, the earnings that month will not count toward the TWP.*

Social Security Administration Work Incentive Programs

Extended Period of Eligibility (EPE)

Contact: (877) 826-1752 (Work Incentive Benefit Specialist Counselor)
(888) 862-4811 (Work Incentive Liaison, Brown County SSA Office)

After a TWP ends, you can enter a time called the Extended Period of Eligibility (EPE). During this three-year period, disability benefits can be re-started without having to file a new application. During EPE, there is a work incentive called the Substantial Gainful Activity (SGA). It is designed to measure your ability to work and earn a livable wage. SSA sets an amount for the SGA. During the EPE, if you earn less than the SGA in a month, then you receive the benefit payment for that month. If you earn more than the SGA in any month, then you do not receive the benefit payment that month.

Note: Benefits will not be permanently lost if earnings are above the SGA level one month. The SSA can automatically start benefit payments again in any month earnings drop below the SGA level. It is very important to report income to SSA during the EPE. Failure to report income can result in overpayment of benefits, which the SSA will require to be paid back.

Medicaid Purchase Plan (MAPP)

Contact: (920) 448-4300 (ADRC)
(800) 362-3002 (Medicaid Office)
(888) 794-5747 (Bay Lake Consortium)

MAPP offers employed people with disabilities the opportunity to buy health care coverage through the Wisconsin Medicaid (MA) program. MAPP participants receive the same health benefits offered through Wisconsin Medicaid. MAPP allows working people with disabilities to earn more income and have higher assets than standard MA recipients, without the risk of losing their healthcare coverage.

You need to have a disability determination to be eligible for the program. You must be at least 18-years-old, reside in Wisconsin, and meet certain income and asset guidelines. You must be engaged in some kind of work activity for as little as one hour per month. You can be enrolled in both MAPP and an employer's health insurance at the same time.

Health & Employment Counseling (HEC)

Contact: (866) 278-6440 (HEC Manager)
(920) 448-4300 (ADRC Disability Benefit Specialist)

HEC is a nine-month, pre-employment program for people with disabilities who want to enroll in MAPP, but are not yet employed. You must be receiving MAPP coverage to access the HEC program.

Social Security Administration Work Incentive Programs

Impairment-Related Work Expenses (IRWE)

Contact: (877) 826-1752 (Work Incentive Benefit Specialist Counselor)
(888) 862-4811 (Work Incentive Liaison, Brown County SSA Office)

IRWE are items and services that, because of a disability, are needed in order for you to work. IRWEs can be deducted from your gross earnings when you receive Social Security Income (SSI) or Social Security Disability Income (SSDI). Any IRWE can be deducted from a gross income, so you would keep the earnings needed to cover the expense of the IRWE.

Examples of IRWE:

- Assistive Technology (workstation modifications, service animals)
- Driver Assistance (vehicle modifications, taxicabs)
- Attendant Care Services (bathing, dressing, cooking)

Plan for Achieving Self-Support (PASS)

Contact: (866) 667-6032, ext. 10661 (PASS expert)

Website: www.passonline.org (apply and learn more)

PASS is a Social Security Administration (SSA) work incentive that allows people with disabilities who receive SSI (or SSDI in some situations) to set aside income and/or resources to be used towards specific work goals. With an approved PASS plan, you can set aside money for items, such as: transportation to and from work, child care, supplies to start a business, and special clothes needed for a job. The money saved would not count against your SSI resources limit and will not affect benefit payments.

PASS plans must be in writing and approved by SSA. Here is the process:

- 1) Decide on a work goal and the steps needed to achieve that goal.
- 2) Determine what kinds of equipment/services are need to reach that goal.
- 3) Figure out the cost of the equipment/services and then how much money will be set aside each month to pay for the equipment/services.
- 4) SSA reviews the plan and decides whether or not to approve the plan.

**More information is available in “Working While Disabled - A Guide to Plans for Achieving Self-Support,” SSA’s brochure on the program. Download the brochure at www.ssa.gov or request a copy by calling SSA at (800) 772-1213.*

Supports for Potential Employment Funding

Long-term care is any service that you may need because of a disability that limits the ability to do the things that people need to do throughout the day (i.e. bathing, dressing, meal prep, going to work, and paying bills). You may be eligible for publicly-funded, long-term care programs if you are over the age of 18 and have a physical or developmental disability with long-term conditions requiring care. You must also meet functional and financial criteria.

Brown County Publicly-funded, Long-term Care Programs

- 1) Family Care
- 2) IRIS (Include, Respect, I Self-Direct)

For more about these programs or eligibility requirement contact the ADRC (920) 448-4300.

Brown County Transition Program

Contact: (920) 448-6061 (Brown County Human Services)

High school students eligible to stay in school until age 21 with a developmental disability or autism may be eligible for this county program. The program can pay for vocational services and supported employment programs. Some financial guidelines for eligibility apply, and each student applying must pass a functional assessment. Each high school's Individualized Educational Plan (IEP) team can provide more information on the program.

Department of Public Instruction (DPI)

High school students with a disability may be eligible for a vocational assessment, training, and work experience within the school setting or in the community. These services are paid for by the school and should be discussed in the IEP meetings. Contact the high school's special education teacher and schedule an IEP meeting to discuss the options.

Private Pay

Contact: (920) 448-4300 (ADRC)

Most agencies that provide vocational services and supported employment programs will have private pay options if you do not have other funding, or are on funding waitlists. There are many private and nonprofit agencies in Brown County that provide these services. A complete listing is not included because services, available funding, and eligibility criteria change frequently.

Assistive Technology Equipment

Many adults with disabilities may need adapted pieces of equipment/devices to help them do job tasks that are difficult, or impossible, because of a disability. By law, employers with 15 or more employees must provide reasonable accommodations for people with disabilities unless it would cause undue hardship.

First, talk with your employer about specific needs and the reasonable accommodations already available. Then, speak with several of the agencies listed on page 13 to get help identifying the accommodations you need in your work environment.

For more information on resources available for information and technical assistance contact the Americans Disabilities Act at (800) 514-0301 or visit their website at www.ada.gov.

Assistive Technology

Assistive technology can include mobility items such as walkers and wheelchairs and special software for computers.

Some example include:

- If you cannot use your hands, try a keyboard with large keys or a special mouse to operate a computer
- If you have a visual impairment, use software that reads text on the screen
- If you have a hearing impairment, consider a TTY (text telephone)
- If you have a speech impairment, use a device that speaks out loud as you enter text via a keyboard

Reasonable Accommodations

If you have a qualified disability, a reasonable accommodation is any change in the workplace that you enjoy equal employment opportunities. Reasonable accommodations do not require lowering performance standards or removing important skills of the job. Some examples of reasonable accommodations may include: allowing a more flexible work schedule, making physical changes to the work area or equipment, changing the way you are managed, allowing job sharing, providing a job coach, or reducing workplace distractions.

Undue Hardship

If you have a disability, an undue hardship is any significant difficulty or expense an employer has when providing workplace accommodations. This could include the size, nature, and structure of a business, as well as the resource available to an employer. An undue hardship is not the same as inconveniencing an employer. An employer must provide reasonable accommodations unless the employer can prove undue hardship by the factors listed above.

Assistive Technology Equipment

The following agencies below can help identify the accommodations you need in your work environment.

Options for Independent Living

Location: 555 Country Club Rd. Green Bay, WI 54303

Contact: (920) 490-0500 | www.opitonsil.org

Serving Northeastern Wisconsin, this nonprofit independent living center helps individuals with disabilities by offering information, assistance, referrals, and advocacy help. Options is a showcase model complex, displaying current accessibility features for homes and offices.

Staff complete an assessment of your technology needs to determine what type of assistive technology you need to you reach your goal. Equipment can help with activities of daily living, hearing or visual loss, recreation, and computer/workplace technology. Borrow equipment to see if it works for you before you purchase.

Cerebral Palsy, Inc. (CP Center) Assistive Technology Services

Location: 2801 S. Webster Ave. Green Bay, WI 54301

Contact: (920) 337-1122 | www.wearecp.org

CP Center supports getting the community involved to help improve the lives of people affected by temporary or permanent physical, sensory, and/or speech conditions. Many services are available, including: consultation, assessments and recommendations, service coordination and follow-up, and help with equipment trials, orders, set-up, customizations, training, and technical support.

CP Center - Outreach Program

Location: 2801 S. Webster Ave. Green Bay, WI 54301

Contact: (920) 337-1122 | www.wearecp.org

Open to Northeastern Wisconsin residents, this program provides limited funding towards disability-related adaptive equipment which is medically necessary to enhance the quality of your life. This funding is meant to be used after exploring all other resource options. An application for financial assistance is required (completion of application does not guarantee financial assistance).

Clothing for Work

The following agency can help identify the accommodations you need in your work environment.

YWCA Women's Closet

Location: 230 S. Madison St. (2nd Floor) Green Bay, WI 54301

Contact: (920) 432-5581 | www.ywcagreenbay.org

The Women's Closet serves women 18 years of age or older who are interviewing, building a wardrobe for an existing job, or in need of clothing for court appointments. You can visit up to four times per calendar year to receive free, work-appropriate clothing. Volunteers also help you learn how to put outfits together. Proof of Wisconsin residency is required at each visit.

Legal Issues and Advocacy

If your rights have been violated, several agencies can help with legal advice or advocacy. These agencies provide information and education about your rights and the employer's responsibilities when employing people with disabilities.

Disability & Technical Assistance Centers (DBTAC)

Location: 1640 W. Roosevelt Rd. Chicago, IL 60608 (Great Lakes ADA Center-Serves WI residents)

Contact: (800) 949-4232 | www.adagreatlakes.org

There are ten regional centers established by the National Institute on Disability & Rehabilitation Research that provide information, training, and technical assistance to employers, people with disabilities, and others on the rights and responsibilities under the American with Disabilities Act (ADA).

Equal Employment Opportunity Commission (EEOC)

Location: 310 W. Wisconsin Ave. #800 Milwaukee, WI 53203

Contact: (800) 669-4000 | www.eeoc.gov

The EEOC is a federal agency responsible for overseeing and enforcing non-discrimination in employment regardless of race, color, sex, age, religion, or disability.

Legal Issues and Advocacy

Disability Rights Wisconsin (DRW)

Location: 6737 W. Washington St. #3230 Milwaukee, WI 53214

Contact: (800) 708-3034 | www.disabilityrightswi.org

DRW is a private, nonprofit organization serving persons of any age with any type of disability living in Wisconsin. DRW helps advocate for you and provides legal expertise to help you get connected to services through information and referral. Staff may be able to help with investigating, negotiation, or mediating on your behalf or represent in legal proceedings. DRW also assists you in learning how to advocate for yourself.

Lawyer Referral and Information Service

Contact: (800) 362-9082 | www.wisbar.org

The State Bar Association provides free legal services to Wisconsin residents:

- Lawyer Hotline (legal questions answered at no cost within a few days)
- Lawyer Referral Service (referrals to attorneys in your area)
- Community Referral Service (referrals to other legal service organizations/community resources for additional legal help)

Online Resources

Information is power, use the following online resources and websites to find job-seeking tools and other information. Options to search online, updates resumes, and applications. Quick, fast and easy access to vacant jobs in your community.

Online Job Search Sites

Job search sites offer listings of current job openings and the ability to apply for the positions online.

Listed below are a few common sites:

www.careerbuilder.com

www.indeed.com

www.monster.com

www.wisconsinjobcenter.org

DVR Self-Employment Toolkit & Referral Request

Contact: www.dwd.wisconsin.gov/dvr

This toolkit from the Division of Vocational Rehabilitant (DVR) gives information on how to self-manage a business. You can also submit a referral for DVR services by phone, mail, email, or online.

Employment Resources, Inc.

Contact: www.eri-wi.org

This Madison-based organization assists with employment and benefits counseling, including work incentives. All services are free of charge.

Job Accommodation Network

Contact: (800) 526-7234 | www.askjan.org

Provides free, expert, and confidential help with workplace accommodations and disability employment issues.

Online Resources

Social Security Work Incentives

Contact: www.ssa.gov

If you have a disability and receive Supplemental Security Income (SSI), some work incentive programs allow you to work and still receive full, monthly disability payments and Medicare or Medicaid.

Wisconsin WisLoan Program & Wisconsin WisTech Program

Contact : www.dhs.wisconsin.gov

These state-wide alternative loan program helps Wisconsin residents with disabilities over the age of 18 purchase assistive technology to help them live more independently. Assistive technology items can include: hearing aids, modified vehicles, computers, electric scooters, and home modifications.

The WisTech Program can help purchase computers and other equipment needed as entrepreneurs to start a home-based business or work from an employer out of the home.

Work Incentives Benefit Counseling

Contact: www.percthinkwork.org

Learn how work incentives benefits counseling can help through the education, training, and resources at Paths to Employment Resource Center.

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