Employment Guide
Resources for Older Adults and Adults with Disabilities

ADRC of Brown County
920-448-4300
300 S. Adams Street
Green Bay, WI 54301
www.adrcofbrowncounty.com
facebook.com/adrcbrowncountywi

Serving older adults, adults with disabilities, and their caregivers in Brown County.


**Getting Started**

Finding a job can be difficult and sometimes frustrating or scary. If you are an adult with a disability, an older adult, 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 booklet helps you understand those options.

Use this booklet as a guide to getting started on this journey. ADRC of Brown County is here for you. Reach out

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Call **920-448-4300**

Monday - Friday

8:00 a.m.—4:30 p.m.

300 S. Adams Street, Green Bay

Appointments are available before or after hours by prior arrangement.

Visit our website: [www.adrcofbrowncounty.org](http://www.adrcofbrowncounty.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 & employment goals.

**Wisconsin Job Center**

This is a one-stop-shop, offering a large variety of services and programs to both job seekers & employers. There are several different agencies providing services to assist people with meeting their employment goals right within the Job Center. (See page 4 for veteran assistance and page 6 for assistance if you are an adult with a disability.)

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

- Monthly Job Seeking Workshops
  - Help writing or updating resumes
  - Assistance writing an effective cover letter
  - Tips for job interviews

- Career Counseling
  - Help to focus on interests
  - Evaluation of skills through assessment tests

**Location:** 301 N. Adams St. #130 Green Bay, WI 54301  
**Contact:** 920-448-6760, [www.wisconsinjobcenter.org](http://www.wisconsinjobcenter.org)

**Forward Service Corporation**

Forward Service 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.

**Location:** 726 Pine St. Green Bay, WI 54301  
**Contact:** 920-940-6066 [https://fsc-corp.org/](https://fsc-corp.org/)

**NWTC Career Services**

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

**Location:** 2740 W. Mason St., Green Bay (NWTC Student Center)  
**Contact:** 920-498-6250, [www.nwtc.edu](http://www.nwtc.edu)
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 & 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 (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.

**Location:** 2701 Larsen Rd. Green Bay, WI 54303  
**Contact:** 920-496-2117, [www.wisconsinsbdc.org](http://www.wisconsinsbdc.org)

Temporary Employment Agencies

Sometimes known as temp/staffing agencies, these agencies provide employment opportunities and staffing solutions to job seekers & 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 longer-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.

**Location:** Various agencies throughout Brown County  
**Contact:** “Employment” section of the yellow pages.

**Employment Assistance for Seniors**

WISE Program

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.

**Location:** 201 W. Walnut St. #204 Green Bay, WI 54303  
**Contact:** 920-469-8858, [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

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

S.T.E.P. is an employment and training program for unemployed people 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 non-profit 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.

**Location:** 2900 Curry Ln., Green Bay (Curative Connections)  
**Contact:** 920-593-3557, [www.curativeconnections.org](http://www.curativeconnections.org)
Continued Employment Assistance for Seniors

Foster Grandparent Program
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 years or older, you must meet a limited income guideline. Volunteer hours can be anywhere from 15-30 hours/week. Travel is reimbursed monthly.

Contact: 920-469-1236 (Program Coordinator)

Employment Assistance for Veterans

Vocational Rehabilitation & Employment Program (VR&E)
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/in the community.

Contact: www.benefits.va.gov

Center for Veterans Issues (CVI)
CVI finds employment & 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.

Location: 201 W. Walnut St., Suite 202., Green Bay
Contact: 920-407-1349, www.cvivet.org

Wisconsin Job Center
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 & cover letters, employment workshops, career counseling, and other employment services.

Location: 301 N. Adams St. #130 Green Bay, WI 54301
Contact: 920-448-6760, www.wisconsinjobcenter.org

Wisconsin Job Center for Vets
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.

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

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 not a charge for most services, so this is a great place to start!

You have a 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 of Brown County 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 & devices that can make it easier to do a job
- Transition Services for Students with Disabilities- DVR liaison is assigned to each school

Location: 301 N. Adams St. #130 Green Bay, WI 54301
Contact: 920-448-6760, www.dwd.wisconsin.gov/dvr
Oneida Nation Vocational Rehabilitation

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 & support services needed for employment. The counselor stays in contact until your goals are met.

**Location:** 2640 W. Point Rd., Green Bay  
**Contact:** 920-490-3793, www.oneida-nsn.gov

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. 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 / 800-772-1213 (Work Incentive Liaison, Brown County SSA Office)

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*Find more detail on the work incentive programs listed in the above table on the following pages (see pages 8-10).
Social Security Administration Work Incentive Programs, Continued

Ticket to Work

The SSA offers the Ticket to Work and Self-Sufficiency Program to provide SSDI recipients support to become & stay employed, increase their earnings, and eventually leave & 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. You can receive job training & placement, referrals, and ongoing support & services to help meet your employment goals.

ENs are contracted with SSA to provide free services to you under the Ticket program. You & 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.

Contact: 866-968-7842, www.yourtickettowork.com

Trial Work Period

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: 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.

Contact: 877-826-1752 (Work Incentives Benefit Specialist Counselor)
888-862-4811 (Work Incentive Liaison, Brown County SSA Office)
**Social Security Administration Work Incentive Programs, Continued**

**Extended Period of Eligibility**

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!

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

**Medicaid Purchase Plan (MAPP)**

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 & 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.

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

**Health & Employment Counseling (HEC)**

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.

**Contact:** 866-278-6440 (HEC Manager)
920-448-4300 (ADRC Disability Benefit Specialist)
Impairment-Related Work Expenses (IRWE)

IRWE are items & 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)

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

Plan for Achieving Self-Support (PASS)

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 & 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 needed 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.

Contact: 866-667-6032, ext. 10661 (PASS expert)
www.passonline.org (apply & learn more*)

**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 publically-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 has two publically-funded, long-term care program options:

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

**Contact:** 920-448-4300 (ADRC of Brown County, learn more & find out if you are eligible)

**Brown County Transition Program**

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.

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

**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**

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 waiting lists. There are many private and non-profit agencies in Brown County that provide these services. A complete listing is not included because services, available funding, and eligibility criteria change frequently.

**Contact:** 920-448-4300 (ADRC of Brown County)
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.


Assistive Technology

Assistive technology can include mobility items, such as walkers & wheelchairs and special software for computers. Some examples 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 in a computer-generated voice.
- If you have a hearing impairment, consider a TTY (text telephone).
- If you have a speech impairments, use a device that speaks out loud as you enter text via a keyboard.

Reasonable Accommodation

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 your 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 resources 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, Continued**

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

**Options for Independent Living**

Serving Northeastern Wisconsin, this non-profit 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 & offices. Staff complete an assessment of your technology needs to determine what type of assistive technology you need to 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.

**Location:** 555 Country Club Rd., Green Bay  
**Contact:** 920-490-0500, [www.optionsil.org](http://www.optionsil.org)

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

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 & recommendations, service coordination & follow-up, and help with equipment trials, orders, set-up, customizations, and training & technical support.

**Location:** 2801 S. Webster Ave., Green Bay  
**Contact:** 920-337-1122, [www.wearecp.org](http://www.wearecp.org)

**CP Center—Outreach Program**

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 (completing does not guarantee financial assistance).

**Location:** 2801 S. Webster Ave., Green Bay  
**Contact:** 920-337-1122, [www.wearecp.org](http://www.wearecp.org)

**Dressing for Work**

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

**YWCA Women’s Closet**

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.

**Location:** 230 S. Madison St., Green Bay (2nd floor)  
**Contact:** 920-432-5581, [www.ywcagreenbay.org](http://www.ywcagreenbay.org)
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)**

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 their rights & responsibilities under the Americans with Disabilities Act (ADA).

**Location:** Great Lakes ADA Center, 1640 W. Roosevelt Rd., Chicago, Illinois 60608 (serves Wisconsin residents)

**Contact:** 800-949-4232, [www.adagreatlakes.org](http://www.adagreatlakes.org)

**Equal Employment Opportunity Commission (EEOC)**

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

**Location:** 310 W. Wisconsin Ave., St. 800, Milwaukee

**Contact:** 800-669-4000, [www.eeoc.gov](http://www.eeoc.gov)

**Disability Rights Wisconsin (DRW)**

DRW is a private, non-profit organization serving a person 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 & referral. Staff may be able to help with investigating, negotiating, or mediating on your behalf, or represent in legal proceedings. DRW also assists you in learning how to advocate for yourself.

**Location:** 6737 W. Washington St., St. 3230, Milwaukee

**Contact:** 800-708-3034, [www.disabilityrightswi.org](http://www.disabilityrightswi.org)

**Lawyer Referral and Information Service**

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)

**Contact:** 800-362-9082, [www.wisbar.org](http://www.wisbar.org)
**Online Job Search Sites**

Job search sites offer listings of current job openings and the ability to apply for positions online. The sites listed below are just a few examples.

Contact: [www.careerbuilder.com](http://www.careerbuilder.com), [www.indeed.com](http://www.indeed.com), [www.monster.com](http://www.monster.com), [www.wisconsinjobcenter.org](http://www.wisconsinjobcenter.org)

**DVR Self-Employment Toolkit**

This toolkit from the Division of Vocational Rehabilitation (DVR) gives information on how to self-manage a business.

Contact: [www.dwd.wisconsin.gov/dvr](http://www.dwd.wisconsin.gov/dvr)

**DVR Referral Request**

You can submit a referral for DVR services by phone, mail, email, or online.

Contact: [www.dwd.wisconsin.gov/dvr](http://www.dwd.wisconsin.gov/dvr)

**Employment Resources, Inc.**

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

Contact: [www.eri-wi.org](http://www.eri-wi.org)

**Job Accommodation Network**

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

Contact: 800-526-7234, [askjan.org](http://askjan.org)

**Social Security Work Incentives**

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.

Contact: [www.ssa.gov](http://www.ssa.gov)

**Wisconsin WisLoan Program**

This 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.

Contact: [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

**Wisconsin WisTech Program**

Wisconsin’s assistive technology program helps residents with a disability over the age of 18 purchase computers & other equipment needed as entrepreneurs to start a home-based business or work for an employer out of their home.

Contact: [www.dhs.wisconsin.gov](http://www.dhs.wisconsin.gov)

**Work Incentives Benefit Counseling**

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

Contact: [www.percthinkwork.org](http://www.percthinkwork.org)