



What to Expect at Workforce Development, Inc. (WDI)

At some point during your enrollment in the RETAIN project, your return-to-work case manager may schedule a time with you to meet with Ethan VanLaarhoven, Employer Outreach Specialist, at Workforce Development, Inc. If that happens, your case manager will review your file and provide any relevant information about your case to Ethan.

- WDI is located at 2070 College View Road East, Rochester, MN 55904. You can park in front of the building and enter through Door H8 of the Heintz Center. WDI is a partner in the CareerForce system and is immediately on the left as you enter the building.

During your first visit with Ethan, you can expect:

- To complete an interest survey
- To learn more about RETAIN and Ethan's role within the project
- To complete an individualized plan for employment

One of the options Ethan will explore with you is the possibility of finding you a short-term, paid work experience at an accommodating employer in the public/non-profit sector. While you are in a paid work experience, you will be considered an employee of WDI.

- Work experiences can be up to 200 hours
- Wages are the prevailing wage of position at the work experience site
- You can work up to 29 hours/week

Work experience paperwork includes:

- Work experience contract (signature required)
- Worksite agreement
- Work experience manual (signature required)
- 403b plan election (signature required)
- Payroll direct deposit information
- Timesheet
- W-4
- I-9

You will not need any of this information for your first meeting with Ethan, but it is helpful for you to be aware of.

For more information, contact:

Ethan VanLaarhoven, evanlaarhoven@wdimn.org
507.292.5180 (office) or 507.601.9357 (cell)