



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 Cameron Sherrard, 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 Cameron.

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

During your first visit with Cameron, you can expect:

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

One of the options Cameron 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
- W4
- I9

None of this is information you would need for your first meeting with Cameron but may be helpful for you to be aware of.

WDI Contact:

Cameron Sherrard, csherrard@wdimn.org
507.292.5180 (office) or 507.601.9357 (cell)