

Your Pathway to Reemployment

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HOW AM I GOING TO FIND ANOTHER JOB?

SOUTH CAROLINA'S WORKFORCE SYSTEM

If you have recently lost or been told you are about to lose your job, there is help to find new employment. This guide will give you the information you need to get started!

South Carolina's workforce system provides employment and training services throughout the state and tools that will help you start a new career. For your convenience, everyone who can help you is gathered under one roof. It's called a One-Stop Career Center. You can find assistance with employment, training, education and support services there.

STEP 1.VISIT YOUR CLOSEST ONE-STOP CAREER CENTER AS SOON AS POSSIBLE

One-stop career centers are located throughout the state. Locations and phone numbers are listed at WorkforceSouthCarolina.com and at the end of this guide. Office hours are generally from 8:30 a.m. to 5:00 p.m., Monday – Friday, but many offices have extended hours. Call the one-stop career centers for specific hours. Staff in the centers are trained to work one-on-one with you to make sure you have everything you need to move quickly back into a job or into training.

STEP 2.PLAN YOUR JOB SEARCH

How do you know about job openings and whether your skills match them? One-stop career center staff can connect you to employers that are hiring people with your skills. You can also learn how to network and pursue job leads. Making a plan, clearly presenting your skills, knowing who to contact and polishing your interviewing skills will increase your chances of success.

Planning your job search, identifying job leads and contacting employers can be difficult. One-stop staff can objectively review your resume or job application and make suggestions for improvement.

STEP 3.....APPLY FOR JOBS

Local one-stop career center staff can assist you in preparing resumes, cover letters and completing job applications. You can use the one-stop resource rooms to fax job applications and post your resume online.

STEP 4...LEARN ABOUT NEW CAREER OPPORTUNITIES

You don't want to find yourself in this situation again anytime soon, so find out which jobs are growing in demand and where the jobs of the future will be. Learn how you can use your current skills in a new job, or explore how upgrading your skills can lead to a different job. Information is available through the Internet, books, videos and the knowledgeable staff at your local one-stop career center.

STEP 5.....EXPLORE RETRAINING OPTIONS

Exploring job demand can help you determine whether your current skills will be enough to move quickly into a new job or whether you may want to explore further training and education. Financial assistance may be available to pay for tuition, books, supplies, child care and/or transportation. One-stop career center staff can help you access hundreds of educational and training options available throughout South Carolina.

WILL I BE ELIGIBLE FOR UNEMPLOYMENT INSURANCE?

While you are looking for new employment or are participating in training that has been approved by your one-stop center staff, you may be eligible to receive unemployment insurance (UI) benefits. UI benefits can provide you with weekly financial assistance while you are between jobs. You can apply for UI benefits at any South Carolina one-stop career center or online at www.sces.org. One-stop career center staff will help you with the application and answer any questions you might have about your eligibility.

Your individual work history and previous wages earned will determine the amount of your weekly benefit. If you have quit or been discharged from your job, you may be disqualified from receiving benefits. After submitting your application, you will receive a letter in the mail that explains your eligibility for benefits. You can choose whether to have state and federal taxes deducted from your weekly payments or pay them when filing your annual tax return. Your first benefit payment should arrive about three weeks after you have been determined eligible for UI benefits.

In order to continue receiving a weekly check, you must:

- be physically able to work;
- be actively seeking full-time employment (keep a record of your job search activity);
- be able to accept a full-time position; and
- report all the wages you earn while claiming unemployment compensation.

You will be asked to certify that you have met the above requirements at the end of each week, either by telephone or computer, before you can receive your check.

If you are participating in approved training, the weekly work search will not be required in order for you to receive UI benefits.

WHAT IF SOMEONE IN MY FAMILY GETS SICK?

THERE ARE MANY HEALTH INSURANCE OPTIONS

There are many health insurance options available to you. Where you should start looking depends upon whether or not your employer will continue its health insurance plan.

If your health insurance plan will continue, consider the following options:

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) may allow you and your family to continue your company health insurance at your own expense for up to 18 months after being laid off. Employers or health plan administrators will contact you by mail if you are entitled to COBRA benefits.

Your spouse and dependent children can also elect COBRA coverage upon your termination or reduction in hours.

COBRA HEALTH INSURANCE CONTINUATION PREMIUM SUBSIDY

If you qualify for the Cobra Health Insurance Continuation Premium Subsidy, you will only pay 35 percent of your health insurance premium. The remaining 65 percent is reimbursed to your coverage provider through a tax credit. This premium reduction lasts for up to nine months for those eligible for COBRA during the period beginning September 1, 2008 and ending December 31, 2009.

If your employer is not continuing its health insurance plan, the following insurance options may work for you:

HIPAA

If you meet certain requirements, the Health Insurance Portability and Accountability Act (HIPAA) allows you to buy individual health coverage with no pre-existing condition exclusions, without having to give evidence of good health.

SOUTH CAROLINA HEALTH INSURANCE POOL (SCHIP)

You may want to consider the South Carolina Health Insurance Pool (SCHIP) if you are unable to obtain health care coverage. You can find out more information about SCHIP by visiting www.doi.sc.gov and clicking on "Health Insurance" or by calling SCHIP at (803) 788-0500, ext. 46401 (Columbia) or (800) 868-2500, ext. 46401 (outside Columbia).

WELVISTA

WELVISTA is a partnership of healthcare providers that help uninsured residents, especially with pharmaceutical needs and dental care for children. More information can be obtained by visiting www.welvista.org or by calling (803) 933-9183.

MEDICAID

Your household income will determine whether your health care costs can be covered under this health insurance program. Contact the South Carolina Department of Health and Human Services by calling (803) 898-2500 or visiting www.dhhs.state.sc.us.

PARTNERS FOR HEALTHY CHILDREN

If you have children who are 18 or younger, they may qualify for this free program if they are not eligible for Medicaid. The program can pay for their health check-ups, doctor visits, hospital trips, medicine and anything else necessary to keep your children healthy. More information and an application can be obtained by visiting www.dhhs.state.sc.us.

MEDICARE

You may be eligible for this health insurance plan if you are age 65 or older. Medicare can assist you with: hospital insurance, medical insurance and prescription costs. The hospital insurance covers your inpatient hospital care and some follow-up care. The medical insurance pays for your physicians' services and some other services not covered by hospital insurance. The prescription drug coverage offers you assistance in paying for medicine. If you have any questions, you can call the toll free number at 1-800-Medicare or (800) 633-4227, or visit www.medicare.gov.

AFFORDABLE HEALTH CARE

Visit www.ehealthinsurance.com for other health insurance options, quotes or to apply online.

For publications on medical insurance coverage, call (866) 444-EBSA (3272) or (866) 463-3278, or visit www.dol.gov/ebsa.

WHAT IF MY JOB WAS MOVED TO ANOTHER COUNTRY?

TRADE ADJUSTMENT ASSISTANCE

If you lost your job because of foreign competition, you may be eligible for the Trade Adjustment Assistance (TAA) program. There are additional services designed to help you return to work as quickly as possible.

However, there are important deadlines associated with many TAA benefits and services. When you are notified that you are potentially eligible for TAA benefits, it is important that you visit your closest one-stop career center and complete an application as soon as possible. Failure to do so may result in being denied services and benefits. Additional services include:

- Training Benefits are available to upgrade your skills.
- Trade Readjustment Allowances (TRA) provide weekly income support for a limited time if you are participating in full-time training or if training is not appropriate, while conducting a job search.
- Health Coverage Tax Credit (HCTC) is a federal tax credit that covers 80 percent of your monthly premium for qualified health insurance. You may claim it as an end-of-the-year income tax credit or as a monthly advance payment.
- Job Search Allowances may be payable to cover a majority of the expenses when seeking suitable employment outside your local area (greater than 50 miles from your residence).
- Relocation Allowances may be available to cover a majority of necessary moving expenses if you find a job that requires you to move. The allowance will also provide a payment equal to three weeks of wages from your previous job, up to a maximum of \$1,500.
- Reemployment Trade Adjustment Assistance (RTAA) or Alternative Trade Adjustment Assistance (ATAA) pays 50 percent of the difference between your previous wage from the Trade-certified job and the new job, up to a maximum of \$12,000 or for two years (whichever comes first), if you are 50 or older.

Trade Adjustment Assistance petitions can be filed by an employer, a group of three workers or one-stop career center staff. You can obtain a petition form from a one-stop career center or visit www.doleta.gov/tradeact to print the form. Fax your TAA petition to the U.S. Department of Labor at (202) 693-3585 and to the South Carolina Department of Commerce at (803) 737-2119.

WHAT IF I AM AN OLDER WORKER?

ADDITIONAL OPTIONS

ERISA

The Employee Retirement Income Security Act (ERISA) provides protection to laid off workers, allowing them to roll over their vested pension benefits into an Individual Retirement Account (IRA). Contact your employer's pension plan administrator for information.

Request a copy of your pension plan's summary description and ask for an individual benefit statement. If you were an active participant in your employer's pension plan, you may be eligible to roll over your vested pension benefits to an IRA or to a new employer's retirement plan.

For further information, visit www.dol.gov/dol/topic/health-plans/erisa.htm or call (866) 275-7922.

SOCIAL SECURITY ADMINISTRATION

If you have worked long enough under the Social Security system and are at least 62 years of age, you may qualify for retirement benefits. Contact the Social Security Administration at (800) 722-1213 or visit their Web site at www.ssa.gov.

OFFICE ON AGING

There are many benefits available to senior citizens in South Carolina, including reduced sales tax and income tax credit. Additional information can be found at www.aging.sc.gov or by calling (800) 868-9095.

DISABILITY AND DEBT RESOURCES

VOCATIONAL REHABILITATION

The South Carolina Vocational Rehabilitation Department assists people with disabilities in finding employment. Contact the nearest Vocational Rehabilitation office or one-stop career center for more information. Locate the closest office by calling (800) 832-7526 or visiting at www.scvrd.net.

FAIR DEBT COLLECTION PRACTICES ACT

The law requires debt collectors to treat you fairly by prohibiting certain methods of debt collection. Though the federal law does not forgive any legitimate debt you might owe, you do have rights under the Act.

For more information regarding the Fair Debt Collection Practices Act, call the Federal Trade Commission in Atlanta, GA at (404) 656-1399 or (877) 382-4357 or the national headquarters in Washington, DC at (202) 326-2222. The Fair Debt Collection Practice Act can be viewed at www.ftc.gov by clicking on "Debt Collection" under the "Quick Finder" section.

WHAT IF I HAVE ADDITIONAL QUESTIONS?

FREQUENTLY ASKED QUESTIONS

Question: “What should I do before my last day on the job?”

Answer: Consider the following:

- Visit your local one-stop career center and inquire about reemployment services.
- Begin updating your resume.
- Begin networking with relatives, friends, neighbors, former co-workers and members of any club or organization of which you are a member. Let people know that you will be available for work soon and what type of work you are interested in. Ask them to inform you of job leads or connections they may have with companies that support your job interests.
- Speak to your supervisor and get a written reference if possible.
- Meet with your company's benefits administrator and health plan administrator to find out about your retirement pension and health insurance.
- Set up an e-mail account on the Internet. This is a critical tool for networking, sending resumes and corresponding with potential employers. Free e-mail accounts are available from many Web sites, including **www.mail.com**.
- Participate in job fairs held in your community.
- Review your financial obligations and create a budget. Consider using foundations and associations that offer free financial counseling services.

Question: “I have been laid off. What do I do now?”

Answer: Consider the following:

- Develop a job search plan of action by setting weekly goals for yourself.
- File a claim for unemployment insurance benefits and inquire about reemployment services at the one-stop career center nearest you.
- Stay focused and use your time to explore job interests, research companies, network and apply for available jobs.

Question: “I don't know what kind of job I want next. How can I find out what I will like?”

Answer: Visit your local one-stop career center. Here you will find information on various jobs, as well as staff that will assist you in exploring career opportunities based on your interests and abilities. You can also log on to **SConestop.org** to learn more about reemployment services. Free, specialized assessments, can help you learn more about your career interests and in which fields you could be successful. Kuder® Journey can provide you with tools and resources to plan a career or make a career change. Log in at **www.kuderjourney.com**.

Question: “I live in another state. Can I get workforce services there?”

Answer: Yes. Call America's Workforce Network's toll-free number at (877) US2-JOBS (872-5627), or go to **www.servicelocator.org** (America's Service Locator) to find a one-stop career center near you.

Question: “There are few employers hiring people with my skills. How can I prepare for a new job?”

Answer: Most experienced workers have more job skills than they realize. The staff at the nearest one-stop career center can help you identify your job skills and guide you in preparing to obtain or train for a new job.

Question: “Where can I get information about potential employers in my area?”

Answer: Job Boards list companies with job openings that require skills similar to your current job skills. Your local one-stop career center has information on potential employers as well.

Question: “Where can I get information on wages for different occupations?”

Answer: A wide range of labor market information can be found at **SCcommerce.com** or **WorkforceSouthCarolina.com**. If you do not have a computer, access the Internet at your local one-stop career center or local library.

Question: “What if I was laid off because my job was moved to another country?”

Answer: Special assistance may be available to help individuals who become unemployed as a result of international trade. More information about the Trade Adjustment Assistance Program is provided on Page 9 and at WorkforceSouthCarolina.com.

Question: “Can I go ahead and quit my job since I know I will be laid off soon?”

Answer: If you quit your job while your employer still has work available, you could be disqualified from receiving unemployment insurance benefits.

Question: “Was my employer required to give me notice before I was laid off?”

Answer: The Worker Adjustment and Retraining Notification (WARN) Act is a federal law that requires certain (not all) employers to give full and part-time workers 60 days written notice before a plant closing or mass layoff occurs. The purpose of the WARN Act is to provide workers time to seek new employment. More information is available at www.doleta.gov/layoff.

Question: “What are my health benefit options?”

Answer: You may be entitled to certain health benefit protections. If your employer provided a group health insurance plan, you may be able to continue health benefits for a period of time. Several health care options are listed on Page 7.

Question: “How do I apply for Unemployment Insurance (UI) benefits?”

Answer: You can apply for UI benefits at your local one-stop career center or on-line at www.sces.org.

Question: “Do I have to go to a local one-stop career center each week to get my UI benefits?”

Answer: No. Once you have filed your initial claim, you will have three options to request your weekly benefit check:

- An automated system allows you to certify each week by telephone.
- www.sces.org allows you to certify online.
- You may visit your local one-stop career center.

Question: “If I am offered a job, do I have to accept it?”

Answer: You are expected to apply for and accept employment where the required skills and wages are similar to your previous job.

Question: “I am a veteran. What services are available?”

Answer: If you are a veteran, you will be given priority to services and receive personalized service. At your one-stop career center, ask to speak to a Disabled Veterans Outreach Program Specialist (DVOP) or a Local Veterans Employment Representative (LVER).

Question: “How does training get approved?”

Answer: If you are interested in training, visit the one-stop center closest to you and ask staff for further assistance in exploring training opportunities.

WHERE CAN I FIND USEFUL RESOURCES?

WEB SITES AND PHONE NUMBERS

PURPOSE	INTERNET ADDRESS	TELEPHONE NUMBER
Employment Assistance	www.sconestop.org	
Unemployment Insurance	www.sces.org/index.htm	(803) 737-3071
Health Insurance	www.ehealthinsurance.com	
Internet Job Sites	www.nationjob.com www.helpwanted.com www.usajobs.opm.gov www.indeed.com www.craigslist.com www.monster.com www.beyond.com www.careerbuilder.com www.scjoblink.org	
Medicaid	www.dhhs.state.sc.us	(803) 898-2500
Social Security	www.ssa.gov	(800) 722-1213
Trade Act	www.doleta.gov/tradeact	(202) 693-3560
Find Resources	www.careeronestop.org	
Veterans Benefits	www.va.gov	(800) 827-1000
Labor Market Information	www.workforcesouthcarolina.com	
Vocational Rehabilitation	www.scvrd.net	(803) 896-6500
Employee Retirement Income Security	www.dol.gov/ebsa	(866) 275-7922

SOUTH CAROLINA ONE-STOP CAREER CENTERS

ABBEVILLE COUNTY

Abbeville One-Stop Workforce Center
353 Hwy. 28 Bypass, Abbeville
(864) 459-5486

AIKEN COUNTY

Aiken ESC One-Stop Career Center
1571 Richland Avenue, East, Aiken
(803) 641-7640

*Aiken Technical College One-Stop
Career Center*
2276 Jefferson Davis Hwy., Graniteville
(803) 593-9954 ext. 1293

One-Stop Plus Center
PO Box 850, Aiken
(803) 648-0441

ALLENDALE COUNTY

Allendale ESC One-Stop Career Center
3489 Allendale Fairfax Hwy., Allendale
(803) 584-3263

ANDERSON COUNTY

Anderson One-Stop Center
309 W. Whitner Street, Anderson
(864) 226-6273

BAMBERG COUNTY

Voorhees One-Stop Career Center
422 Beech Avenue, Denmark
(803) 780-1355

BARNWELL COUNTY

Barnwell ESC One-Stop Career Center
248 Wall Street, Barnwell
(803) 259-7116

BEAUFORT COUNTY

Beaufort One-Stop Center
914 Boundary Street, Beaufort
(843) 524-3351

Bluffton One-Stop Center
9 Oak Forest Road, Suite 202, Bluffton
(843) 757-1624

Hilton Head One-Stop Center
160 Williams Hilton Parkway
Fairfield Square, Unit 2,
Hilton Head Island
(843) 682-4599

BERKELEY COUNTY

Berkeley One-Stop Career Center
107 E. Main Street, Monks Corner
(888) 226-1606

CHARLESTON COUNTY

Lockwood One-Stop Career Center
176 Lockwood Boulevard, Charleston
(843) 953-8400

Trident One-Stop Career Center
1930 Hanahan Road, Suite 200,
North Charleston
(843) 574-1800

CHEROKEE COUNTY

Gaffney Career Source Center
1516 Old Georgia Hwy., Gaffney
(864) 902-1150

CHESTER COUNTY

Chester Workforce Center
764 Wilson Street Extension, Chester
(803) 377-8147

CHESTERFIELD COUNTY

Cheraw One-Stop Workforce Center
318 Front Street, Cheraw
(843) 320-9760

Chesterfield One-Stop Workforce Center
201 N. Page Street, Chesterfield
(843) 623-5270

CLARENDON COUNTY

Manning Workforce Center
3351 Sumter Hwy., Manning
(803) 432-2086

COLLETON COUNTY

Colleton One-Stop Center
101 Mable T. Willis Boulevard,
Walterboro
(843) 538-8980

DARLINGTON COUNTY

*Darlington County One-Stop
Workforce Center*
1319 S. Fourth Street, Hartsville
(843) 332-1554

DILLON COUNTY

Dillon County One-Stop Workforce Center
401 W. Main Street
City County Complex, Suite 201, Dillon
(843) 774-1420

DORCHESTER COUNTY

Dorchester One-Stop Career Center
2885 W. 5th North Street, Summerville
(888) 226-1606

Goodwill One-Stop Career Center
622 Bacon Bridge Road, Summerville
(843) 821-4282

EDGEFIELD COUNTY

Edgefield One-Stop Workforce Center
400 Church Street, Edgefield
(803) 637-7159

FAIRFIELD COUNTY

Midlands Workforce Center
1009 Kincaid Bridge Road, Winnsboro
(803) 635-2292

FLORENCE COUNTY

Lake City One-Stop Workforce Center
209 Graham Road, Lake City
(843) 374-0970 ext. 1054

Florence One-Stop Workforce Center
1558 W. Evans Street, Florence
(843) 669-4271

GEORGETOWN COUNTY

Georgetown Workforce Center
2704 Highmarket Street, Georgetown
(843) 546-8581

GREENVILLE COUNTY

Greenville ESC Workforce Center
706 Pendleton Street, Greenville
(864) 242-3531

Greenville County One-Stop Center
301 University Ridge, Suite 750,
Greenville
(864) 467-7501

McAlister Square One-Stop Center
225 S. Pleasantburg Drive, Suite C-16,
Greenville (864) 467-8080

GREENWOOD COUNTY

Greenwood One-Stop Workforce Center
519 Monument Street, Greenwood
(864) 223-1681

*Piedmont Technical College One-Stop
Workforce Center*
Building A, Room 137A
620 N. Emerald Road, Greenwood
(864) 941-8395

HAMPTON COUNTY

Hampton One-Stop Center
12 Walnut Street, Hampton
(803) 943-3291

HORRY COUNTY

Coastal Workforce Center
200-A Victory Lane, Conway
(843) 234-9675

JASPER COUNTY

Jasper One-Stop Center
7774 W. Main Street, Ridgeland
(843) 726-4552

KERSHAW COUNTY

Camden Workforce Center
205 E. DeKalb Street, Camden
(803) 432-5153

LANCASTER COUNTY

Lancaster Workforce Center
706 N. White Street, Lancaster
(803) 285-6966

LAURENS COUNTY

*Laurens County One-Stop
Workforce Center*
18 Hazel Drive, Clinton
(864) 833-0142

LEE COUNTY

Bishopville Workforce Center
123 Nettles Street, Bishopville
(803) 483-2021

LEXINGTON COUNTY

Midlands Workforce Center
714 S. Lake Drive, Lexington
(803) 359-6131

MARION COUNTY

*Marion County One-Stop
Workforce Center*
1305 N. Main Street, Marion
(843) 423-8288

MARLBORO COUNTY

Bennettsville One-Stop Workforce Center
460 Highway 9 W., Bennettsville
(843) 479-4081

MCCORMICK COUNTY

McCormick One-Stop Workforce Center
109 W. Augusta Street, McCormick
(864) 465-3649

NEWBERRY COUNTY

Newberry One-Stop Workforce Center
833 Main Street, Newberry
(803) 276-2110

OCONEE COUNTY

Seneca One-Stop Center
11091 Radio Station Road, Seneca
(864) 882-5638

ORANGEBURG COUNTY

Orangeburg ESC One-Stop Career Center
1804 Joe S. Jeffords Hwy., Orangeburg
(803) 534-3336

PICKENS COUNTY

Liberty One-Stop Center
317 Summit Avenue, Liberty
(864) 843-9512

RICHLAND COUNTY

Midlands Workforce Center
700 Taylor Street, Columbia
(803) 737-JOBS (5627)

SALUDA COUNTY

Saluda One-Stop Workforce Center
407 W. Butler Avenue, Saluda
(864) 445-2047

SPARTANBURG COUNTY

Middle Tyger Community Center
84 Groce Road, Lyman
(864) 439-7760

Upstate Career Source Center
110 Commerce Street, Spartanburg
(864) 562-4168

SUMTER COUNTY

Sumter Workforce Center

31 E. Calhoun Street, Sumter
(803) 774-1300

UNION COUNTY

Union Career Source Center

103 W. Main Street, Union
(864) 427-4119

WILLIAMSBURG COUNTY

Kingstree Workforce Center

530 Martin Luther King Avenue,
Kingstree
(843) 354-7436

YORK COUNTY

Rock Hill Workforce Center

1228 Fincher Road, Rock Hill
(803) 328-3881

*York Technical College Workforce
Development Center*

452 S. Anderson Road, Rock Hill
(803) 327-8006



An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711.



1201 Main Street, Suite 1600
Columbia, S.C. 29201
(803) 737-0400
(866) 721-7867