Website Direction:

**HOME PAGE**

1. Need tab at top to provide access to home page – s/b 1st tab
2. Contents of drop down:
   1. A word from our Executive Director
   2. Mission, vision & values (remove from about us)
   3. History of organization (remove from about us)
   4. Corporate resume
   5. Locations
3. Need a picture at top
4. Remove current verbiage: Real People, Real Success, Real Impact
5. PICTURE AT THE TOP – position horizontally
6. Underneath the picture, side by side (in a row).

Serving People. Improving Lives. Making A Difference.

1. 3 options – position horizontally

**Who we are:**

WCI - Providing **job search assistance**, **skill development**, and **training opportunities** to thousands of people since 1983. WCI values every individual and believes all deserve an opportunity to reach their full potential by obtaining self-sustaining employment.

BUTTON: Mission, Vision and values statements

**What we do:**

Workforce Connections is a non-profit community partner that specializes in **connecting people, work and training**. WCI serves job seekers of all ages through the WIOA, W2, FSET, and Title V programming and the incarcerated through the Second Chance Act. Our team of experts provide case management services to assist job seekers with training and education opportunities in their quest to obtain self-sustaining employment.

BUTTON: List of programs

**Who we serve:**

Serving **Job seekers** in the 8 counties of western Wisconsin; Buffalo, Trempealeau, Jackson, La Crosse, Monroe, Juneau, Vernon and Crawford.

BUTTON: List of all office locations

*\*Can the banner at the bottom be made smaller on each page? Currently uses quite a bit of space.*

**BUSINESS SERVICES:**

LOVE the picture at the top

1. Services

* 1. Workforce Connections, Inc. is a partner in the Job Center and provides a variety of business services. Services include, but are not limited to: outplacement, recruitment, retention, application screening, interviewing skills, employee opinion surveys and other human resource services.

1. Trainings

a. Workforce Connections, Inc. staff administers customized training opportunities that are designed to meet the specific needs of businesses. Some examples include but are not limited to: Sexual Harassment, Communication in the Workforce, Effective HR Strategies, and Myers Briggs.

3. Contact our Business Service Specialists for more information; include Carol and Jacie’s information here

**JOB SEEKER SERVICES:**

LOVE the picture at the top

1. Condense into 3 in keeping with the formatting theme
2. Can words be highlighted as points of more information when clicked on?
   1. For example, highlight apprenticeships, click on it for more information on just apprenticeships.
3. 3 Categories
   1. Job Center Wisconsin

Wisconsin Job Centers provide services online and on-site in western the Wisconsin locations of La Crosse and Tomah. Services include assistance with job search, referrals and placements; access to training; supportive community resources; and re-employment services to unemployment insurance and job recruitment. Also available (at select locations) are specialized staff for veterans, business services, older workers, vocational rehabilitation, dislocated workers, NCRC representatives, and apprenticeship program services. On-site resources include phones, internet access, fax machines, and job search computers.

BUTTON: Job Center Wisconsin link

* 1. Training – more here and button information
     1. Incumbent Worker
     2. Apprenticeships
     3. OJT’s
     4. Resume Development
     5. Interviewing Skills
     6. Career Pathways
     7. Credit for Prior Learning
     8. Others

BUTTON:

* 1. Skill Development - more here and button information
     1. Work based learning opportunities
     2. Career Pathways
     3. Credit for Prior Learning
     4. Work experience
     5. Employment Readiness Assessment
     6. Others

BUTTON:

**Programs:**

**Affordable Care Act:**

1. Picture at the top
2. What is Affordable Care Act?
   1. The Affordable Care Act puts consumers back in charge of their health care. Workforce Connections, Inc., through a subcontract from NWCEP and a grant from the Centers for Medicare and Medicaid Services, provides consumers and businesses with assistance in securing and understanding their health care options. Workforce Connections, Inc. Navigators conduct public educational workshops and one-on-one enrollment assistance.
3. Who is eligible?
   1. Open enrollment begins on November 1, 2015 and ends on January 31, 2016. Some exceptions may apply.

BUTTON: - open enrollment dates and exceptions

1. How to apply?
   1. For more information contact a program Navigator.

BUTTON – contact information

1. Keep Videos, make smaller

**Children First:**

1. Great picture
2. What is Children First?
   1. Children First is designed to assist non-custodial parents in connecting with employment programs and work to increase child support payments to support their children. Workforce Connections works with Child Support Agencies to provide assessment, case management, referrals, job search assistance, and supportive services to those individuals referred as mandatory participants.
3. Who is eligible?
   1. Non-custodial parents living in Buffalo, Trempealeau, Vernon and Monroe Counties.
4. How can I apply?
   1. Contact your County Child Support Worker or Workforce Connections for more information: 1-855-418-9332.

BUTTON: specific county agency phone numbers for 4 counties list here or county resource guides

**Connecting To Second Chance:** *fix name in drop down*

1. Need Picture
2. What is the Second Chance Act?
   1. Connecting to Second Chances is designed to provide tools for successful re-entry into the community. Workforce Connections will help design and implement an action plan to overcome barriers through regular meetings with a mentor and employment coordinators. Participants have access to pre and post release services, mentoring partnerships, financial assistance, and connections to community resources to help aid in a successful transition.

BUTTON: Second Chance Brochure

1. Who is eligible?
   1. Participants must be 18 or older, currently in jail, prison or on electronic monitoring. Participants must have a release date within 3 month and a desire to enter the workforce and or educational training programs.

BUTTON: Online application

1. How to apply?
   1. Contact our Connections Coordinator: Kelly Norsten, 608-789-6094

BUTTON: direct email link

1. At bottom of page have a BUTTON to link to Coach/Mentor volunteer opportunity:

Volunteer Today, Become a Connections Coach

Button to the below program information:

Workforce Connections, Inc. is recruiting Connections Coaches to assist with our 2nd Chance Act program! Connections Coaches are individuals who are willing to mentor newly released and incarcerated individuals, ages 18 and older, to help them effectively transition from the correctional system back into society. The Coach/Mentor will aid in this transition by providing positive life support and connections to resources that will be critical to their success. If you are the type of person who has the desire to help create a Second Chance for people, then this is the opportunity for you!

A Connections Coach (mentor) will:

* Establish a positive relationship with participants
* Attend two, 4-hour trainings
* Provide one-to-one coaching activities
* Dedicate 3 hours a month with participants
* Devote a minimum of 6 months to coaching
* Meet monthly with Coach Coordinator

Minimum Requirements:

* Be at least 21 years of age
* Provide own transportation (mileage reimbursement provided)
* Strong written, verbal, and interpersonal skills
* Powerful desire to help individuals create a second chance

For more information or if you are interested in applying to be a Connections Coach/Mentor, please visit our website, [www.workforceconnections.org/Volunteers.html](http://www.workforceconnections.org/Volunteers.html), and follow the application instructions. Or complete the application and email it to norstenk[@workforceconnections.org](mailto:starkt@workforceconnections.org) If you have any further questions or would like to set up a meeting to chat more about the program, please contact Kelly Norsten via email or phone (608)789-6094.

**Emergency Assistance:**

* 1. New picture needed
  2. What is Emergency Assistance?

Emergency Assistance provides assistance with establishing permanent housing for persons with minor children in the household.

For eligibility and to apply contact Workforce Connections at 1-855-418-9332.

**FoodShare Employment & Training (FSET):**

1. Picture needed
2. What is FoodShare Employment & Training (FSET)
   1. The FSET program is a no-cost program that helps FoodShare members build their job skills and find jobs. Qualifying adults may need to meet a work requirement to continue receiving FoodShare benefits. One way to meet this requirement is to participate in the FSET program.

BUTTON: additional program description and benefits

1. For eligibility and to apply
   1. Workforce Connections will assist you in connecting with this program in your local area. For more information call 1-855-418-9332.

**Transportation Connections:**

1. Picture needed
2. What is Transportation Connections?
   1. Transportation Connections is a program that assists eligible employed individuals with a vehicle repair or purchase.
3. Who is eligible?

* Be employed (not self-employed)
* Meet income guidelines
* Be able to repay your debt
* Submit all required documentation, include proof of insurance
* Pay a non-refundable application fee of $50

BUTTON: application form –available until Spring 2016

1. How to apply?
   1. Call 608-789-5627 for more information.
   2. Please note, new funds will not be available until Spring 2016!

**Windows to Work:**

1. Picture needed
2. What is Windows to Work?
   1. Windows to Work promotes self-sufficiency for individuals returning to the community through skill development and cognitive behavioral training.
3. Who is Eligible?
   1. Participants must be incarcerated at a participating institution and be within 12 months of release.

BUTTON: list of institutions

1. How to Apply
   1. Inform your institution social worker or contact Sandy Turner at 608-790-813

**WIOA (Workforce Innovation & Opportunity Act):** (list as one program, not separated as adult and dislocated worker

1. Picture needed
2. What is Workforce Innovation and Opportunity Act (WIOA)?

a. WIOA provides Adults and Dislocated Workers access to support and services to help obtain and maintain full time employment on a career pathway. WIOA can help assist you explore job opportunities, connect to necessary training, and help build the skills you need to get you started on a career pathway that works for you.

BUTTON: Program information (program brochure), available services, training resources (change to say funding provided by)

1. Who is eligible?
   * Be age 18 or above
   * Be authorized to work in the United States, and
   * You must have met the requirements for Selective Service Registration

WIOA is a voluntary program and enrollment is not guaranteed. Your goals must be realistic and compatible with the program goals. Enrollment does not ensure that all your financial needs will be fully covered.

1. How to Apply:
   1. Call 1-800-742-5627, stop into your local job center, or complete the online resource and referral form and submit via email to: [workforceconnections@workforceconnections.org](mailto:workforceconnections@workforceconnections.org).

BUTTON: takes them to resource and referral form, service locations (include county behind each name), application

**Wisconsin Works (W2):**

1. Picture needed
2. What is Wisconsin Works (W-2)?
   1. Wisconsin Works (W-2) assists individuals in meeting his/her employment & career goals. Individualized services are provided to each participant through Workforce Connections staff, partner agencies, and Wisconsin Job Centers. Each participant receives the help they need to develop clear employment goals and the guidance and support needed to experience employment success.

BUTTON: More Information; W2 Overview, W2 Support Services, W2 brochure, Job search tools

1. Who is eligible?
   1. This program is available to ALL parents (both custodial and non-custodial) with minor children, low assets, and low income who meet the financial criteria. The primary goal of the W-2 program is for you to gain and keep a job.

BUTTON: Service Locations

1. How to apply?
   1. To apply for W-2 or Emergency Assistance services, please call 1-855-418-9332.

BUTTON: How to apply, What to bring with you, Assessment Form, Ladder Handout, Verification tools, Activity Log

**WISE Program – Title V:**

1. Different picture
2. What is WISE?
   1. The WISE program provides older adults with training opportunities and part – time paid work experience in community service organizations. The on-the-job experience received helps to build and improve your skills for permanent employment.

BUTTON: More information

1. Who is eligible?
   1. Wisconsin residents who are 55 and older, who are unemployed and living on a limited income.

BUTTON: list eligibility requirements

1. How to apply?
   1. Contact Dolores Marusarz at 608-789-5645

BUTTON: Success story and picture

**Resource Page:**

1. Picture at the top
2. Job Search Resources

BUTTON: to page with the links

1. Community Resources

BUTTON: to individual listings

1. County Resources

BUTTON: to individual listings

**Career Opportunities:** Change dropdown to only one option

1. Picture at top
2. Employment Opportunities

BUTTON: to listing of each open position

1. Volunteer Opportunities

BUTTON: To Second Chance volunteer mentor information

1. To Apply

BUTTON: Application & Directions on how to apply

**About us:**

1. Picture needed
2. Locations
3. Staff
4. Board of Directors
5. Annual Reports
6. Success Stories
   1. List programs across page and make as a link that can be clicked on to view examples of success stories in that specific program
   2. Can we include videos here?