



WE'LL HELP YOU FIND YOUR FUTURE

A proud partner of the  American Job Center network

NH Works Resource Referral Guide
Version 9

Important: The information provided in this guide may change without notice. For the latest information call your NH Works representative at (603) 271-7275 or visit our website, www.nhworks.org.

The NH Works System is a proud member of the American Job Center Network and is an equal opportunity program. Auxiliary aids are available upon request to individuals with disabilities. Relay NH 711.

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About The Office of Workforce Opportunity

The Office of Workforce Opportunity (OWO) within the Department of Business and Economic Affairs (BEA) serves as the state level administrative entity for all WIOA Title I Adult, Dislocated Worker, and Youth funds flowing to New Hampshire from the US Department of Labor (USDOL). BEA is the state entity fiscal agent and the official grant recipient of WIOA Title I funds. The USDOL, Region I Philadelphia/ Boston office provides federal oversight and technical assistance to the OWO.

As a single state service delivery area, New Hampshire has developed a highly aligned governance and administrative structure that sets policy direction and performance goals and provides oversight to hold the workforce development system fully accountable. The State Workforce Innovation Board (SWIB) serves as the advisory body for the development, update, and evaluation of the planning process to ensure that workforce development programs remain fully responsive to New Hampshire's economic development and labor market needs. State agencies work in a coordinated manner to oversee the implementation of a host of specific workforce development programs. Local agencies (or local administrative arms of state agencies) are responsible for managing programs and providing services to customers.

OWO staff serve as staff to the SWIB, assisting the board in carrying out the vision, mission and goals as established for the one-stop service delivery system known as *NH Works*.

Please contact us directly if you need assistance.

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What benefits or services are offered to businesses by NH Works?

NH Works Centers can provide the following services to businesses:

- Posting job openings - Employment openings can be posted by NH Works Centers staff on the Job Match System (JMS), making them accessible to thousands of job seekers at no cost.
- Job fairs - Job fairs, organized by NH Works Centers staff, provide an opportunity for employers to meet many qualified job seekers. Employers can screen and recruit job seekers in an effective and efficient manner, including interviewing and making offers to candidates at job fairs. There are also opportunities for employers to participate in industry-specific job fairs.
- Use of NH Works Centers facilities - Many NH Works Centers make their conference rooms, resource rooms, and/or other areas available for employers to use for recruiting, interviewing, hiring, and training at little or no cost.
- Labor market information - NH Works Centers have current labor market information and can provide employers data on prevailing industry wages, employment data by community, as well as other state/national trends regarding employment and the labor market.
- Initial pre-screening of applicants prior to referral - Based on the qualifications desired by employers when job orders are filed, NH Works Centers staff can pre-screen applicants for job openings prior to their referral to the employer.
- Job matching - Staff at NH Works Centers can match qualified candidates with employers' openings. As job seekers work with career center specialists, the specialists can send employers the resumes of candidates who have the skills, education, and experience that the employer requires.
- Targeted recruitments - NH Works Centers staff can organize a specialized recruitment event exclusively for an employer at the career center. Staff will contact candidates who have qualifications, skills, and experience needed to fill an employer's vacancies, all of which are focused solely on the employer's requirements. The centers offer private facilities with a professional atmosphere to use to interview candidates in addition to staff assistance, and marketing of the company and its available openings to a large pool of candidates.
- Outplacement services - NH Works Centers can provide programs and services to help dislocated workers find jobs after a layoff or reduction in force has occurred.
- Youth engagement - NH Works Centers coordinate opportunities for employers to engage youth and teach them the skills needed to succeed and reach their full potential. Opportunities may include student employment, internships, job shadowing, or guest speaking to a group of youth.

- Information resources - NH Works Centers staff can provide information and guidance on funding for training/employee skills development, working with individuals with disabilities, Unemployment Insurance, Work Opportunity Tax Credits, and other topics.

What businesses are eligible for these benefits and services?

All businesses can access services at a NH Works Centers.

Contact Information:

An employer may contact the nearest [NH Works Centers](#) and ask to speak with the Business Service Representative for more information. A list of NH Works Centers can be found at <https://www.nhworks.org/job-seekers/nh-works-centers/> or by clicking this link: [NH Works Centers](#). If you have questions about NH Works or about any of the resources listed in this guide you may call Jimmie Hinson, Workforce Development Administrator, NH Department of Business and Economic Affairs, Office of Workforce Opportunity at (603) 271-0337 or email him at Jimmie.R.Hinson@LiveFree.NH.Gov.

Workforce Recruitment

The [Job Match System \(JMS\)](#) allows job seekers to conduct a job search using Internet spider technology to view jobs posted by employers and match skills to positions posted on national job boards and private industry web sites. The JMS features a résumé and letter builder to generate a new résumé to be sent to employers. Job seekers can also explore the regional labor market for information such as the average weekly earnings for a position or the fastest growing occupations.

To learn more about the NH Works Job Match System go to [NH Works Job Match](#)

For assistance contact:

Kate LaPierre

Bureau Operations Specialist
Job & Resource Fair Coordinator
NH Employment Security
Phone - 603-228-4083
Fax - 603-223-2047
Email: Kathryn.A.LaPierre@nhes.nh.gov

Recruit Employees

New Hampshire Employment Security can help you find the best candidate for your employment needs through [recruitment](#). The Department has a self-service online [Job Match System](#) and 12 offices with 2 satellite offices, located around the state with staff who can assist you with the recruitment process.






NHES Offices

- [Locations](#)
- [Employer Service Representatives](#)
- [Job Fairs](#)


Incentives to Hire

Work Opportunity Tax Credit (WOTC)

The Work Opportunity Tax Credit (WOTC) program is designed to help individuals facing barriers move into gainful employment. This program encourages employers in the private sector to hire job seekers from one of the designated target groups.

- [Work Opportunity Tax Credit Program](#) 
- [IRS Notice](#) 
- [Instructions Form \(IRS Form 8850\)](#) 
- [Prescreening Notice and Certification Request \(IRS Form 8850\)](#) 
- [Individual Characteristics Form \(ETA Form 9061\)](#) 

Job Training

- [NH Working](#)
- [Trade Act OJT](#) 
- [WorkInvestNH](#) (formerly known as NH Job Training Fund)
- [USDOL Apprenticeship Program](#)

Federal Bonding Program

The [Federal Bonding Program](#) assists both employer and job seeker when the qualified job seeker's past creates a barrier to obtaining commercial bonding to gain full-time employment. If a bond is the only thing standing in the way of the job seeker gaining the job, we can help.

Forms & Publications

[Other forms & publications](#)

New Hampshire Employment Security's Economic and Labor Market Information Bureau (ELMIB)

ELMIB and like units in state employment security agencies nationwide gather data on employment and wages in their states from employers covered by unemployment compensation. State employment security agencies and the U.S. Census Bureau also use surveys of employers and of households to gather sample data about LMI components such as employment, earnings and hours, occupations by industry, and labor force status.

To learn more go to <https://www.nhes.nh.gov/elmi/index.htm>

Refugee Recruitment

Shawn Barry

Refugee Program Specialist

Office of Health Equity (formerly the Office of Minority Health & Refugee Affairs)

New Hampshire Department of Health and Human Services

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Concord, NH 03301

(603) 271-1030

Fax: (603) 271-0824

Shawn.Barry@dhhs.nh.gov

Community Action Partnership

Community Action has been a part of our lives since 1964 helping to answer the unique, and challenging needs of individuals and families facing financial hardship. The collective partnership of community action agencies boasts over 1,000 agencies nationally, all working within their own communities to provide a wide range of supportive services to those individuals and families with low incomes.

Community Action Agencies in New Hampshire

- Community Action Program of Belknap-Merrimack Counties
- Community Action Partnership of Strafford County
- Southern New Hampshire Services
- Tri-County Community Action

Community Action Agencies Core Services

- Child Development and Child Care
- Housing and Homeless Prevention
- Home Energy Assistance
- Health, Food, & Nutrition
- Workforce Development

Patte Ardizzoni

Southern NH Services

Communications Director

pardizzoni@snhs.org

(603) 668-8010 Ext. 6134

[HOME](#) | [CAPNH](#)

Commented [LL1]: Is there more information to add here as well other than just a contact?

Commented [HJ2R1]: Will need Shawn to write short paragraph that connects them to Workforce Recruitment

Adult Education Programs

These opportunities EMPOWER you to become a lifelong learner. Having the right skills, whether it's:

- knowing how to measure or calculate a project proposal;
- Increasing your grasp of the English language,
- knowing how to read and understand a technical manual; or
- brushing up on skills that you already have, Adult Education is here to support YOU.

Find locations at www.education.nh.gov/adulted or ask your Community Action Partnership Career Navigator for more information.

NH Department of Health and Human Services

The New Hampshire Department of Health and Human Services (NH DHHS) provides services to eligible families, such as the Supplemental Nutrition Assistance Program (SNAP, formerly Food Stamps), cash assistance, medical assistance, childcare, and medical savings. Once eligible, families or individuals may have access to Workforce Development (WFD) Services through the NH Employment Program (NHEP) and/or SNAP Employment & Training (E & T) Program.

Trained NHEP Career Coaches and SNAP E&T staff assist participants with the development of a comprehensive (Employability Plan):

Individualized Work Force Services may include:

- High School Credential Attainment
- Career Exploration, including job readiness and job searching assistance
- Industry Sector Training & Credentialing Attainment
- Employability Skills, including the development of a comprehensive portfolio (Cover letter, resume, references etc.
- Work Experience and Unpaid Internships to gain the necessary skills to become employed
- Career Ladder Employment, including direct placement, apprenticeships, and On-the-Job-Training

Limited financial support services related to employment needs may be available, such as vehicle repair, mileage reimbursement, tuition & training fees, assistance to tools of the trade (computers, uniforms, work attire, etc.).

Interested individuals should [cContact your local DHHS district office](#) or go to NH Easy to find out how you may be eligible for these services.

603-271-9700 | <https://nheasy.nh.gov>

Employers interested in working with New Hampshire Employment Program should contact:

Gene Patnode
Business & Industry Manager
Department of Health & Human Services
Division of Economic & Housing Stability
Bureau of Employment Supports
129 Pleasant Street, Brown Building
Concord, NH 03301-3857
(603) 724-1314
Gene.P.Patnode@dhhs.nh.gov
<http://www.dhhs.nh.gov/dfa/business/index.htm>

Vocational Rehabilitation New Hampshire

[Vocational Rehabilitation](#) provides services to both Individuals with Disabilities and Employers.

People with disabilities can work and take advantage of the opportunities available to the citizens of New Hampshire. Yet they face barriers that prevent them from achieving their goals. Vocational Rehabilitation assists persons with disabilities to achieve their employment goals.

Vocational Rehabilitation is a joint State/Federal program that seeks to empower people to make informed choices, build viable careers, and live more independently in the community.

For more information, visit the [Bureau of Vocational Rehabilitation](#).



Terri Tedeschi
Business Relations Consultant
Terri.L.Tedeschi@doe.nh.gov
Vocational Rehabilitation New Hampshire
603-271-6719 (Office) 603-419-0277 (Cell)

Workforce Development

Work Ready NH

Work Ready NH is a tuition free course open to any NH resident 16 years or older, looking to build their career. We here at WorkReadyNH are a team of professionals dedicated to helping you develop and strengthen your skills making you more marketable and confident in just three weeks. Our program is made up of interactive classroom time and independent work. The program is built upon the key skills employers identify when hiring.



WorkReadyNH

Angela “Loula” Kalampalikis

Statewide Director WorkReadyNH

Workforce Development Administrator

akalampalikis@ccsnh.edu

[Home Page - Community College System of New Hampshire \(ccsnh.edu\)](http://ccsnh.edu)

Community College system of New Hampshire

603-230-3534 (Office)

WIOA Dislocated Worker Program

The [WIOA Dislocated Worker Program](#), currently offered by NHES, assists unemployed job seekers with career and occupation searches, overcoming barriers to employment, and acquiring training to re-enter the workforce through basic or individualized career services.

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers because of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services provided for dislocated workers are through a statewide network of American Job Centers (AJCs). The AJCs provide Basic Career Services, Individualized Career Services, Support Services, and Training Services. To qualify, you would need to be:

- Over 18 Years of age
- NH resident
- US citizen or be eligible to work in the US
- Registered with the Selective Service
- Been terminated or laid off, and eligible to receive or have exhausted unemployment compensation
- Unlikely to return to previous industry or occupation

If program eligibility requirements are met, participants will receive case management services and initial, comprehensive, and ongoing assessments. Eligible participants may also have access to On-the-Job Training or an Individual Training Account to gain or update skills to compete in the job market.

This skills training could include:

- Basic Skills/Educational Services can be provided to eliminate/lessen barriers in order to enter and successfully complete an occupational training program.
- An Individual Training Account for participants that require classroom training to compete for employment opportunities, including tuition benefits of up to \$6500.

- On the Job Training which reimburses a company for the cost of training a new employee who would not otherwise qualify for the job.

For more information regarding the Dislocated Worker Program, please contact New Hampshire Employment Security:

Nick Masi

603-228-4112

nicholas.j.masi@nhes.nh.gov

WIOA Adult Program

The [WIOA Adult Program](#) offers employment and training related services to job seekers and NH businesses statewide. The program is offered by NHES, in conjunction with Southern New Hampshire Services.

What is the WIOA Adult program?

The WIOA Adult program works with NH business to assess their immediate and long-term workforce needs. This information allows program staff to help individuals better understand the local labor market and types of occupations that are in high demand. The WIOA Adult team provides professional career counseling and access to a wide range of employment and training related services. Those services include, but are not limited to:

- Tuition Assistance – hundreds of Eligible Training Programs that can lead to an industry recognized credential.
- On-the-Job Training (OJT) – Hands on training with a 50% wage reimbursement that allows employees to “earn while they learn”.
- Support Services – eliminate or lessen barriers to employment and/or training, such as childcare assistance, mileage reimbursement, auto repairs, tools, or other emergency services.

Am I Eligible?

To be eligible, an individual must be 18 years of age or older, a U.S. citizen or eligible non-citizen, and registered with Selective Service (if applicable).

The WIOA Adult program provides services in accordance to the DOL Priority of Service guidelines. Priority groups for the Adult program include:

- Public assistance recipients (TANF, SNAP, Refugee Cash Assistance, City/Town Welfare)
- Low Income individuals or families
- Veterans and eligible spouses
- English language learners
- Math or Reading is at or below an 8th grade level
- Individuals that are 55 years of age or older
- Single parents
- Homeless individuals

- Documented disability

For assistance regarding the WIOA Adult Program, please contact:

Matt Russell

Southern New Hampshire Services

mrussell@snhs.org

[\(603\) 668-8010 Ext. 6137](tel:(603)668-8010)

www.snhs.org/services/wioa

WorkNowNH

[WorkNowNH](#) is a FREE state program brought to you by the New Hampshire Department of Employment Security that is available to individuals enrolled in either the Granite Advantage Health Care Program or traditional Medicaid. The program provides support and assistance to qualified individuals in order to become job ready and to connect with hiring employers in order to enter into sustainable employment.

NHES will determine program eligibility and provide assessment and case management services. WorkNowNH can provide the following employment supports for eligible participants.

WorkNowNH is here to help!

Fill out and submit the [Intake Form](#)  to get started!

WorkNowNH provides the following benefits to individuals that enroll.

Up to:

- \$5,000 in tuition payments
- \$500 in books, fee and supplies
- \$160 a month for travel reimbursement up to 4 months
- \$100 for child care registration fees

WorkNowNH provides the following employment services:

- 1-on-1 case management
- Referral to community services for those not yet ready for work
- Job search and job readiness assistance
- Referral services to education, training, and apprenticeship programs
- On-the-job training programs
- Direct job placement into employment

Eligible members will have one of the following insurance carriers:

- AmeriHealth Caritas New Hampshire
- NH Healthy Families/Granite State Health Plan
- Well Sense Health Plan

To learn more about how to sign up for Granite Advantage or Medicaid please go to [NHEASY.nh.gov](https://nheasy.nh.gov)

Reentry Program

NH Employment Security developed a program in cooperation with the Department of Corrections to provide services to those currently in federal, state or county correctional facilities who are soon to be released. Services will include a series of workshops to be conducted and one-on-one assistance provided for resume assistance and barrier resolution. NHES with the support of employers will conduct mock interviews as well as recruiting events or job fairs within the correctional facilities. This will ensure that the participants are job ready and, in some cases, will have jobs available upon release. Most of the participants in the Reentry Program will also be eligible for the services provided through the WorkNowNH Program.

Employers who hire and retain WorkNowNH participants shall receive an OJT payment of 50% of earned wages for the specified training period, not to exceed 6 months or \$5,000, whichever comes first.

For more information, please contact New Hampshire Employment Security at WorkNowNH@nhes.nh.gov or call 1-833-658-4760.

Apprenticeship NH

[Apprenticeship NH](#) is a grant-funded program, housed at the *Community College System of NH*, which helps employers in seven sectors (advanced manufacturing, automotive technology, biomedical technology, business & finance, healthcare hospitality, and construction & infrastructure) to develop Registered Apprenticeship programs. Through on-the-job training and classroom instruction at a NH community college, Registered Apprenticeship programs help employers develop a highly skilled workforce that can innovate and adapt to industry changes over time. The Apprenticeship NH team can help employers build programs, recruit apprentices, and connect to potential funding sources.

ApprenticeshipNH, CCSNH

26 College Drive
Concord, NH 0330
603-230-3527
apprenticeshipnh@ccsnh.edu

NH Department of Education Work Based Learning

Work based learning is an essential component of New Hampshire's career and technical centers, extended learning opportunities in high school, and community college programs, including apprenticeships. The state is scaling quality work-based learning programs for young people in STEM intensive industries involving science, technology, engineering, and math, as

well as advance manufacturing, healthcare, IT, energy, automotive, and other sectors so they can build bright futures. Work-based learning opportunities assist students in achieving skillsets and educational experiences, with industry representatives, outside of the physical classroom or the standard school day. Along with apprenticeships, the programs can include community service, independent study, online courses, and internships and more. Additionally, we are always looking for employers to engage younger students in career exploration by hosting industry tours, job shadows, participating on an industry panel, guest speaking, mentoring, donating equipment, etc.

- For more information visit the links below:
 - WBL Myths vs Facts: https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/wbl_mythvsfact.pdf
 - I am CTE video: https://www.youtube.com/watch?v=4aEtBc_WBG0
 - DOE WBL website: <https://www.education.nh.gov/partners/education-outside-classroom/work-based-learning>

For more Information, contact:

Nicole Levesque

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Concord, NH 03301

Office: 603.271.3397

Cell: 603-931-9460

Fax: 603.271.4079

Nicole.m.levesque@doe.nh.gov

WIOA Youth Program

The WIOA Youth Program is an employment and training assistance program offered by NH Jobs for America's Graduates (NH JAG) and America's Youth Teenage Unemployment Reduction Network (MY TURN) which serve eligible youth, ages 14-24, who face barriers to education, training, and employment. The program delivers comprehensive youth services that focus on assisting out-of-school youth and in-school youth, with one or more barriers to employment, to prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities.

The WIOA Youth program includes the following program elements: tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

NH JAG

[NH JAG](#) currently operates 9 programs located in schools throughout the state, 8 high school programs and 1 out-of-school, healthcare (LNA) training program. All NH-JAG programs are helping youth experience the value of an education while developing teamwork, life skills, leadership, community service, and workplace skills.

The mission of NH JAG is to cultivate youth success through academic, leadership, and workforce opportunities in collaboration with business and community partnerships. NH JAG achieves this by offering year-round, individualized services that are competency based, incorporating Project Based Learning, Resiliency Skills Training, Support Services and Employer Engagement throughout the program.

Janet M. Arnett

New Hampshire – Jobs for America’s Graduates
Executive Director
Office: 603-647-2300
Mobile: 603-361-3628
Email: jarnett@nh-jag.org

MY TURN

Since 1984 [MY TURN](#) has focused on "the forgotten half", the economically, socially and educationally disadvantaged youth in poorer neighborhoods/communities. We work in concert with local partners including schools, employers, and community-based organizations in a holistic approach to serving youth. MY TURN serves nearly 800 youth annually in 6 gateway cities with high rates of new immigrants, poverty, dropouts, and unemployment. We provide comprehensive workforce recruitment, education, exploration, preparation placement and 12-month follow-up to ensure youth are successful in achieving their career and education goals. MY TURN is proud to have helped more than 25,000 youth further their education and obtain career-ladder jobs.

Allison Joseph

MY TURN
Executive Director
Office: (603) 321-3416
Email: ajoseph@my-turn.org

Industry Associations

[New Hampshire Manufacturing Extension Partnership \(NH MEP\)](#) - can leverage a vast array of public and private resources and services that are available to every manufacturing enterprise in the state. The nationwide system of MEP centers is linked through the U.S. Department of Commerce - National Institute of Standards and Technology (NIST), with the common goal to strengthen the global competitiveness of U.S. manufacturers.

Evania Verley

Manufacturing Sector Partnership Advisor



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[Associated Builders and Contractors \(ABC\)](#) is a National Construction Industry Trade Association representing nearly 21,000 chapter members. Founded on the merit shop philosophy, ABC and its 70 chapters help members develop people, win work and deliver that work safely, ethically, profitably and for the betterment of the communities in which ABC and its members work. ABC's membership represents all specialties within the U.S. construction industry and is comprised primarily of firms that perform work in the industrial and commercial sectors.

Jennifer L. Landon

Vice President, Education & Workforce Development

Construction Sector Advisor

Associated Builders and Contractors of NH/VT

58 Chenell Drive • Concord, NH 03301

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[NH Lodging and Restaurant Association](#) - The hospitality and tourism industry is integral to the success of New Hampshire's economy. However, many hospitality jobs remain unfilled. The industry employs more than 65,000 people across approximately 4,500 businesses and contributes \$330 million to the state in rooms and meals tax. Through 2022, the projected growth in accommodation and food services is 10.4% and arts, entertainment, and recreation is 11.4%. As a result, the workers in New Hampshire have access to diverse opportunities and career paths if the right workforce training opportunities are available.

Amie Pariseau

603.228.9585 x12

apariseau@nhlra.com

The New Hampshire Health Care Association - established in 1951, is the largest association of long-term care providers in NH. Our members include skilled nursing facilities, nursing homes, assisted living facilities, and a specialized pediatric care facility – all located throughout the state of NH.

We believe in furthering the quality of care for long-term care residents through:

- Educational opportunities.
- Advocacy.
- Sharing information and best practices.
- Communication.

Roxie Severance

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NH Tech Alliance - The NH tech sector encompasses a wide variety of technology fields, from information technology support/services, to energy technology, enterprise software, consulting, biotechnology and many more. Through our programs, events and initiatives across the state, the Alliance works to unite NH's tech professionals and stakeholders and provide an environment where collaborations and partnerships flourish—driving growth for our workers, our industry and our state as a whole.

Julie Demers

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NH Bankers Association: The New Hampshire Bankers Association is a statewide, not-for-profit trade association representing and serving all the banking institutions in the State of NH whose purpose is to promote the general welfare, usefulness, and public perception of banks and banking institutions to the betterment of New Hampshire, its economy, and all its citizens.

Sue McKee

Marketing and Communications Manager

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www.nhbankers.com

Rapid Response – Layoff Aversion & Management

These are not actions any business ever wants to take. We understand this and personally assist companies and their workers navigating these difficult times with the NH Rapid Response Program.

The [NH Rapid Response program](#) is designed to assist businesses that are in transition mode. The mission is to provide statewide, early intervention re-employment services at no cost to companies and their employees affected by layoffs and closings.

Rapid Response efforts involve Teams comprised of local representatives from the 12 NH Works Centers. The NH Works Partner Agencies include:

- NH Department of Business and Economic Affairs
- NH Employment Security
- The NH Community Action Program and Workforce Investment Act partner agency
- Vocational Rehabilitation NH
- NH Health and Human Services
- NH Community College System
- Other Partner Agencies as needed

How does Rapid Response Work?

Once there is information on a layoff, the Rapid Response Coordinator schedules a meeting with the company to establish a good working relationship, inform them of the available services, and plan for implementation of those services at the company. A Rapid Response session is scheduled for the affected workers as quickly as possible. Scheduling of this session is sensitive to the company's production needs, work schedules, culture, and timing demands.

What's covered?

- At the Rapid Response Employee Session, we meet with the employees:
- inform them of their eligibility and benefits as laid off workers
- answer their questions about job search and unemployment insurance
- discuss the resources and supports of their local NH Works Office
- conduct a survey of employee needs(such as retraining and skills upgrading)
- explain the content and time tables of various re-employment services
- explain retraining and skills enhancement grants
- explain free training opportunities available through the Community College System
- discuss personalized assistance for employees with disabilities
- provide valuable information for family services / programs to help during job and life transitions

What is the Goal of Rapid Response?

The Goal of the Rapid Response Team is to provide reassurance to workers coping with the emotional, family and job hunting pressures of unexpected job loss, minimize the financial impact, and assist them to find a new job as quickly as possible or transition to a new career.

What are the benefits?

While you may not be able to change the business conditions that make layoffs necessary, calling the Rapid Response Team can reduce the cost of layoffs for the company and its employees.

Engaging the program can help “soften the blow” and reduce tension or stress in an otherwise difficult situation.

In working with Rapid Response, the company can expect:

- A quick response to its transition planning needs
- Confidentiality concerning sensitive business needs
- Information about alternatives that may reduce or avoid the layoff, or possible future layoffs
- Pre-layoff services designed to help workers shorten their transition time (which has been shown to decrease unemployment costs for the employer)
- Information on NH Works Centers and Unemployment Insurance
- Assistance in maintaining worker morale and productivity during the transition
- Assistance in preparing workers to find new employment

At NH Rapid Response, we recognize that layoffs affect everyone –the employees who have been laid off, their families, the company, the community and even those employees who remain on the job. Our Team works to minimize the disruptions of a major layoff and maximize the opportunity for positive business transitions and growth.

Jimmie Hinson

Workforce Development Administrator
Rapid Response Program Coordinator
Jimmie.R.Hinson@livefree.nh.gov
Office of Workforce Opportunity
Department of Business and Economic Affairs
State of New Hampshire
603-271-0337 (O) 603-419-0995 (C)
nheconomy.com // nhworks.org

RAPID RESPONSE SERVICES TO LAID-OFF WORKERS

During Rapid Response, specialists trained to help you cope with job change will gather information about your current skills, your career interests, and other needs and begin to organize the services necessary to help you return to work. At orientation meetings, you will be informed about services and benefits designed to help you get back on your feet, including:

- Career counseling and job search assistance
- Resume preparation and interviewing skills workshops
- Information on the local labor market
- Unemployment Insurance
- Information about education and training opportunities
- Information on services provided NH Department of Health and Human Services

Local services available may include use of computers, telephones, and fax machines for job searches; financial planning and stress management workshops; financial support for training; income support if jobs were lost due to foreign trade; and special services for veterans and adults with disabilities.

For more information regarding NH Works Rapid Response program, please contact:

Jimmie Hinson

Workforce Development Administrator
Office: 603-271-0337
Cell: 603-419-0995 (Primary)
Email: Jimmie.R.Hinson@livefree.nh.gov

For more information regarding NH Employment Security programs and services, please contact:

Kathryn LaPierre

Bureau Operations Specialist
Job & Resource Fair Coordinator
Kathryn.A.LaPierre@nhes.nh.gov
New Hampshire Employment Security
603-228-4083 (Office)
[Welcome | New Hampshire Employment Security \(nh.gov\)](#)

For more information regarding Community Action Partnership of New Hampshire programs and services, please contact:

Michelle Hart

WIOA Program Manager
Mhart@snhs.org

Community Action Partnership of New Hampshire
207-475-2363 (Cell)
[HOME](#) | [CAPNH](#)

For more information regarding NH Department of Health and Human Services programs and services, please contact:

Germano Martins
Community Relations Manager
Germano.Martins@dhhs.nh.gov
New Hampshire Department of Health and Human Services
603-545-1635 (Cell) - 1-844-ASK-DHHS
[NH EASY - Gateway to Services](#)

For more information regarding Vocational Rehabilitation NH programs and services, please contact:

Terri Tedeschi
Business Relations Consultant
Terri.L.Tedeschi@doe.nh.gov
Vocational Rehabilitation New Hampshire
603-271-6719 (Office) 603-419-0277 (Cell)
[Vocational Rehabilitation](#) | [Department of Education \(nh.gov\)](#)

For more information regarding the Community College system of NH's WorkReadyNH program, please contact:

Loula Kalampalikis
Workforce Development Administrator
akalampalikis@ccsnh.edu
Community College system of New Hampshire
603-230-3534 (Office)
[Home Page - Community College System of New Hampshire \(ccsnh.edu\)](#)

RESOURCE LINKS

- [Economic & Labor Market Information Bureau | NH Employment Security](#)
- [Welcome | NH Unemployment Benefits](#)
- [NH EASY - Gateway to Services](#)
- [Resources For Veterans | Services for Job Seekers | Services for Customers | New Hampshire Employment Security \(nh.gov\)](#)
- [Bureau of Vocational Rehabilitation | Department of Education \(nh.gov\)](#)
- [HOME](#) | [CAPNH](#)

- [Home Page - Community College System of New Hampshire \(ccsnh.edu\)](#)

Trade Act

Informational Brochures and Links

- TAA Fact Sheet - ([English](#)) ([Spanish](#))
- [On the Job Training](#)
- [Trade Adjustment Reform Act](#), Department of Labor


Trade Act Petition - Establishing Eligibility

- To apply for TAA, a [petition](#) must be filed with the Office of Trade Adjustment Assistance to establish group eligibility. TAA [petitions](#) may be filed by a group of three or more workers, their union, or a company official. Petitions should be addressed to:

TAA Coordinator
New Hampshire Employment Security
45 South Fruit Street
Concord, NH 03301

- The petition and help completing the petition is also available from NH Employment Security Offices/NH WORKS One Stop. Filing a petition will trigger an immediate rapid response and basic adjustment services to workers. Rapid reemployment is the goal. The U.S. Department of Labor has 40 calendar days to complete its investigation and certify eligibility.
- There are two types of eligibility for TAA benefits: group and individual eligibility. A different process applies to each:
 - Group eligibility The Department of Labor reviews a petition on behalf of a group of workers in a particular company. It decides whether they are eligible to apply for TAA benefits and programs.
 - Individual eligibility Your local NH Employment Security (NHES)/NH WORKS One-Stop office reviews an application from an individual worker whose group petition has already been certified. It determines which TAA program benefits the worker is eligible to receive.
- To find out the status of a certification or to review companies previously certified under the Trade Act, select Determinations and enter the State on which you wish to obtain information on the US Department of Labor's [Trade Adjustment Assistance web site](#).

Health Coverage Tax Credit

- Health Coverage Tax Credit Toll free number 866-628-HCTC (4282). This toll free number connects you with the Health Coverage Tax Credit information service. This service was set up to answer your questions concerning your application for a HCTC. They do not have any answers concerning payments or specific claim information. TDD/TTY callers, please call 1-866-626-4292.
 - Claiming the [IRS - Health Coverage Tax Credit](#)
 - [Health Coverage Tax Credit](#) 

Alternative Trade Adjustment Assistance (ATAA) Wage Supplement

- The Alternative Trade Adjustment Assistance (ATAA) is an alternative assistance program for older workers certified eligible to apply for Trade Adjustment Assistance. ATAA is designed to allow TAA eligible workers for whom retraining may not be appropriate and who find reemployment, to receive a wage subsidy to help bridge the salary gap between their old and new employment. The program is effective for petitions filed on or after August 6, 2003. A request for certification for the TAA program must be made at the time the petition is filed. Eligible older workers may receive up to half of the difference between their old wage and the new wage. The wage subsidy may be paid up to a maximum of \$10,000 during a two-year eligibility period. Workers who begin receiving payments under the ATAA program cannot receive other TAA benefits and services, except for relocation allowances and the Health Coverage Tax Credit (HCTC). If your new job pays \$50,000 a year or more, then you are not eligible for ATAA.

Where to Get Help


- **Raquel Rocha**
Trade Act Coordinator
45 South Fruit Street
Concord, NH 03301-3857
(603) 228-4056 Fax: (603) 229-4355
Raquel.A.Rocha@nhes.nh.gov
Contact your [local NHES office](#)

Unemployment Insurance (UI) Program

Services for Claimants

[Holiday and Benefit Payment Schedule](#)

Welcome to the State of New Hampshire's Department of Employment Security Unemployment Insurance program. The Unemployment Insurance (UI) benefits provide temporary financial assistance to unemployed workers who have lost their job through no fault of their own, while they look for work or during a temporary company shut down.

To collect benefits, you must be ready, willing, and able to work. To qualify for UI benefits, you must have enough work and wages in covered employment. In New Hampshire, employers pay a tax that funds UI. It is not deducted from your paycheck. Additional eligibility requirements may need to be met and they can be found here on the web site or in the [Rights and Obligations booklet](#). 

- [File for Benefits](#)
- [Eligibility](#)
- [Job Search](#)
- [Appeals](#)
- [Frequently Asked Questions](#)
- [Forms & Publications](#)

File for Benefits - When Do I File?

[View Related NHES Videos](#)

Each time you become unemployed or have your hours of work significantly reduced, you must file a new claim or reopen an existing claim. This can be done online or by [visiting the nearest NH Employment Security office](#) to file your claim on a computer in one of our Resource Centers. You must open your claim during the week your hours are reduced or, if you became unemployed from full-time work on Thursday or Friday, open your claim on Sunday or Monday. If you live in another State and your last employment was in New Hampshire, you may file your claim over the Internet.

What information do I need before I file?

- Your Social Security Number
- Address (mailing and home address)
- Telephone Number
- Email Address
- Alien Registration Number (if you are not a U.S. citizen)
- Amount of separation, holiday, sick, or retirement pay you received or will receive
- Military Form DD-214, member 4 copy (if you were in the military in the past year)
- Form SF-8 (if you worked for the Federal government in the past year)

Also, for each employer you worked for in the past 18 months, you need:

- Complete name and address of each employer (including zip code)
- Payroll address if different
- Employer's telephone number (including area code)
- Beginning and ending dates of employment (day, month and year)
- Number of hours worked and pay rate if you worked this week (including Sunday)
- Reason why you are no longer working for employer.

Filing a claim is a two step process. You must complete both steps to be potentially eligible for payment.

Step 1: Initial Claim

This is the first claim you file after becoming unemployed, your first claim in a Benefit Year. It is not a request for compensation, but it serves as a notice to the Department and your employer that you may claim benefits. You must [register and file your initial claim application online](#). Your claim is effective the Sunday of the calendar week in which it is opened. To be timely to claim the week in which you last worked, you must file your initial claim within three business days of your last day worked. You must file no later than the last day of the first week for which you wish to file for benefits.

Step 2: Continued Claim

[File your weekly claim online](#). This is the actual request for payment of benefits that is made each week. You must file your first continued claim between the first Sunday through Saturday period following the week you open your claim, and every week thereafter that you wish to file for benefits.

To file for Unemployment Compensation go online at www.nhes.nh.gov or by calling 603-271-7700.

Business Development Services and Partnerships

Financing & Business Recruitment

[NH Economy: Welcome](#)

The New Hampshire Division of Economic Development works with many financial service groups and banks dedicated to helping both new and established businesses grow and succeed. Some programs include:

- Industrial Revenue Bonds for companies manufacturing or producing tangible personal property
- SBA 504 loan program for small to medium-sized businesses, located in an occupied building and providing employment opportunities
- Regional Development Corporations, located in each of New Hampshire's 10 counties, may have revolving loan programs to assist business development

Go to [SelectNH.com](#) for a comprehensive look at available commercial and industrial properties, as well as the data you need as you consider New Hampshire for location or expansion. The Division of Economic Development provides assistance to help you obtain permits necessary to establish or grow your business here.

For additional confidential assistance, contact:

Michael Bergeron

Email: michael.bergeron@livefree.nh.gov

603-271-0658

603-419-9163 (mobile)

[Connect Via LinkedIn](#)

Cindy Harrington

Email: cynthia.harrington@livefree.nh.gov

603-271-0496

603-419-9839 (mobile)

[Connect Via LinkedIn](#)

Business Expansion

For companies looking to expand within NH, our office has a team that works hand-in-hand to identify real estate, provide data about a specific location, discuss tax incentives, and connect them with local economic development stakeholders.

The New Hampshire Division of Economic Development has resources for New Hampshire businesses looking to grow and prosper, as well as for businesses beyond our borders looking to

expand or relocate. Click this link, [NH Economy: Welcome](#) to learn more. Place your mouse over the “About Us” button located at the top right corner of the page and then click “Contact Us” to connect with our staff and/or to sign up for our newsletters.

New Hampshire Procurement Technical Assistance Center (PTAC)

Often we promote this service to companies and organizations that have never sold to the government or the military. However, this resource is even more useful for those that do. NH PTAC is available as a free resource and provides services such as the following:

- Understanding government markets for goods and services;
- Readiness assessment for government contracting;
- Website registration, including on SAM and SBA;
- Matching products or services with government requirements;
- Competitive market research;
- Finding bid opportunities;
- Interpretation of solicitations and bid documents;
- Obtaining technical specifications;
- Federal acquisition regulations;
- General Services Administration schedule contracts.

To learn more about the NH Procurement Technical Assistance Center (Government Contracting), click on the link:

<https://www.nheconomy.com/sell-to-the-government/>

Dave Pease

Program Manager

NH Procurement Technical Assistance Center
100 North Main Street, Eagle Square, Suite 100

Concord, NH 03301

Office: (603) 271-0295

Cell: (603) 568-8485

David.Pease@livefree.nh.gov

New Hampshire Office of International Commerce (OIC)

OIC plans, develops and administers programs for international trade promotion and foreign market development for New Hampshire companies. The center also works with the U.S. Department of Commerce; U.S. Export-Import Bank; U.S. Small Business Administration; New Hampshire Small Business Development Center and other national and regional trade associations, to find and connect New Hampshire businesses with the best resources to help them reach new markets or expand sales overseas.

Click [NH Economy: Welcome](#) to visit their webpage.

Adam Boltik

International Trade Officer
Division of Economic Development
Department of Business and Economic Affairs
State of New Hampshire
Phone: 603-271-0331
Adam.T.Boltik@livefree.nh.gov

The Office of Outdoor Recreation Industry Development

The [Office of Outdoor Recreation Industry Development \(ORID\)](#) was established to support New Hampshire's diverse outdoor economy and connect our state's world class outdoor assets to broad economic development strategies such as workforce and business recruitment. The new outdoor recreation office is integrated into the Department of Business and Economic Affairs and works closely with the economic and tourism development teams.

Scott Crowder

Director
Office of Outdoor Recreation Industry Development
Department of Business and Economic Affairs
State of New Hampshire
C: 603-717-8000
E: Scott.M.Crowder@livefree.nh.gov

WorkInvestNH

WorkInvestNH is:

- Available to entities or co-applicants physically located and businesses intending to physically locate in New Hampshire
- The business must pay quarterly taxes into the NH Unemployment Trust Fund
- The business must be in compliance with state laws and regulations
- Available for incumbent workers who are either residents of New Hampshire or who work at an entity or co-applicant that is located or intends to locate within the state

WorkInvestNH requires:

- Requires a minimum 1:1 cash match. Minimum grant allowed is \$750.
- Any grant award of \$70,000 or more must be approved by the Governor and Executive Council.
- A fully executed contract must be in place prior to the beginning of the training.

Note The Job Training Fund does not cover travel, lodging or costs of meals for trainees.

Acceptable use of grant funds:

- Structured, on-site laboratory or classroom training
- Basic Skills
- Technical Skills
- Quality Improvement
- Safety
- Management and Supervision
- English as a Second Language
- Other training programs that enhance the state's workforce development

Application packages must be complete for consideration. Submit your complete application with all attachments in a single PDF to or mail your application to JobTrainingFund@nhes.nh.gov

- NH Employment Security
Attn: Job Training Fund
45 S. Fruit Street
Concord NH 03301
Phone: 603-228-4083

Website: [WorkInvestNH | New Hampshire Employment Security](#)

Services for Employers

Services for Employers:

NH Employment Security (NHES) offers programs and services that will help your business. We are making it easier for you to get all the information you need in a one-stop, self-service format through this Web Site. You will find comprehensive information about [Unemployment Compensation taxes and benefits](#), [business compliance](#), [data and analysis](#), and [other employer services](#). We will assist with all of your [hiring needs](#) including incentives to hire; on-the-job-training through Trade Act; and hiring veterans, foreign labor, individuals with disabilities, or older workers.

Our goal is to provide information and assistance to help you build a quality workforce and to help your business grow. Our vision is to provide information and services as rapidly as possible and to be proactive in promoting workforce development so that you will not need to layoff individuals. We work with other state and federal agencies to assist you with training, retention, expansion and layoff aversion.

Employers are our greatest resource. Post a job opening using our [Job Match System](#) or call your local office [Employer Service Representatives](#) for immediate assistance and information.

- [Appeals](#)
- [Business Compliance](#)

- [Claims & Taxes](#)
- [Data & Analysis](#)
- [EB-5 Program - Targeted Employment Areas](#)
- [Long Term Care Stabilization Program](#)
- [Other Employer Services](#)
- [Recruit Employees](#)
- [Register as a New NH Employer](#)
- [WorkInvestNH \(formerly known as NH Job Training Fund\)](#)
- [WorkShare Layoff Aversion Program](#)
- [Forms and Publications](#)
- [Frequently Asked Questions](#)

Center for Family Enterprise

The purpose of the [Center for Family Enterprise](#) is to offer services and information to entrepreneurial families. Our aim is making and keeping family businesses successful. The program provides member families with lifelong learning activities as well as a safe, nurturing environment in which to network with other families facing the same challenges.

UNH – Center for Family Enterprise

Michelline Dufort, Director

201Q Peter T. Paul College

10 Garrison Ave

Durham, NH 03824

603.862.1107

Michelline.Dufort@unh.edu

SCORE

Since 1964, the [SCORE Association](#) of over 12,000 skillful volunteer mentors has assisted more than 10 million entrepreneurs in starting or growing their businesses. We are committed to serving another one million by 2020. SCORE is supported by the U.S. Small Business Administration SBA and is its most experienced resource partner.

SCORE New Hampshire continues to be the state's largest and most proficient provider of business mentoring and educational services through over 175 certified mentors from six regional chapters. We also provide valuable online business information, resource materials, tips, and tools, along with a robust webinar program available 24/7.

Our no-fee confidential services include one-on-one mentoring, email mentoring, workshops, and easy online access to business information and self-guided programs and tools. Expertise and support is provided on a variety of key topic areas, including: new business ventures, securing business loans, business planning and growth, divestitures, investments, and even bankruptcies.

NH Small Business Development Center

There is no one blueprint for owning a small business. Each is different and comes with its unique challenges, regardless of whether your business is in its first year or celebrating its 20th anniversary. Since 1984, our mission has been to recognize those differences and help small businesses by providing expert guidance and education. The [NH Small Business Development Center's \(SBDC\)](#) dedicated team of certified business advisors delivers highly individualized, confidential advising at no charge to enterprises across New Hampshire, from the towns along the Connecticut River to the Seacoast to the North Country and every point in between. The SBDC annually impacts 3,000 small businesses and 200 New Hampshire communities.

We pride ourselves on a collaborative approach that allows clients to access our entire team of advisors and provides clients with the best possible experience and service. NH SBDC is the trusted resource small businesses have turned to for guidance, assurance, and straight answers for 36 years. During that time, NH SBDC has advised or trained more than 106,000 New Hampshire entrepreneurs, helping them to start over 2,100 businesses, take over 18,000 eCourses, raise over \$261M in capital infusion, and support more than 14,000 jobs.

Owning a small business is challenging. Growing it can be complex. We can help.

The Center for Women & Enterprise

[The Center for Women & Enterprise](#) is a nonprofit Women's Business Center offering no- to low-cost classes for entrepreneurs at every stage, from idea to growth and beyond. They also offer no-cost business advising when you need to dive more deeply into a particular area, including legal and accounting questions. You can check them out [here](#), or contact:

Tricia Utley

Client Experience Coordinator
Center for Women & Enterprise
tutley@cweonline.org

Education Partnerships

Community College System of New Hampshire

[Welcome to Community College System of New Hampshire!](#)

There are as many reasons to choose a NH Community College, as there are students. Programs designed to prepare you for today's job market. Small classes with real learning. Affordable tuition. Transfer pathways into bachelor's degree programs. Exceptional faculty who make your success their priority. A campus within driving distance, and activities that deliver a full college experience. To name only a few.

- NH community colleges serve over 26,000 learners annually.
- We offer over 200 associate degree and certificate programs, aligned with career opportunities and transfer pathways and at affordable rates of tuition.

Staff at our colleges are prepared to help you evaluate your options and make decisions that are best for you.

Chancellor's Office – Concord – (603)230-3500
26 College Drive, Concord, NH 03301

Dr. Mark Rubinstein, Chancellor, Email: mrubinstein@ccsnh.edu
Meghan Eckner, Ex. Asst. Phone: (603) 230-7006 Email: meckner@ccsnh.edu
Shannon Reid, Communications Dir. Phone (603) 230.7004, Email: sreid@ccsnh.edu

Great Bay Community College – (603) 427-7652
320 Corporate Drive, Portsmouth, NH 03801

Dr. Cathryn Addy, Interim Pres. Ext. 7601, Email: caddy@ccsnh.edu
Mr. Cameron Steele, Ext. Asst. Ext. 7602, Email: csteele@ccsnh.edu
Sean Clancy, AVP Marketing & Business Engagement, Email: sclancy@ccsnh.edu
Sara Lang, Registrar Ext. 7741, Email: slang@ccsnh.edu

Great Bay Community College – Rochester (603) 427-7700
5 Milton Road, Rochester, NH 03867

Joan Belladue, Receptionist: jbelladue@ccsnh.edu

Lakes Region Community College – (603) 524-3207
379 Belmont Road, Laconia, NH 03246

Dr. Larissa Baia, President, Ext. 6714, Email: lbaia@ccsnh.edu
Elizabeth Lawton, Ex. Asst. Ext. 6757, Email: elawton@ccsnh.edu
Holly Danby, Registrar, Phone (603) 366-5269, Email: hdanby@ccsnh.edu
Andy Duncan, Workforce Director, Phone (603) 366-5329, Email: aduncan@ccsnh.edu

Manchester Community College – (603) 206-8000
1066 Front Street, Manchester, NH 03102

Dr. Brian Bicknell, President, Ext. 8001, Email: bbicknell@ccsnh.edu
Kristin Dudley, Workforce Director, Ext. 8161, Email: kdudley@ccsnh.edu

Nashua Community College – (603) 578-8900
505 Amherst Street, Nashua, NH 03063

Dr. Lucille Jordan, President, Ext. 1522, Email: ljordan@ccsnh.edu
Lucy Jenkins, Ex. Asst., Ext. 1525, Email: ljenkins@ccsnh.edu
Jon Mason, Workforce Director, Ext. 1763, Email: jmason@ccsnh.edu

New Hampshire Technical Institute (NHTI) – (603) 271-6484
31 College Drive, Concord, NH 03301

Dr. Gretchen Mullin-Sawicki, President, Ext. 4223, Email: gmullinsawicki@ccsnh.edu
Amy Proctor, Ex. Asst., Ext. 4167, Email: aproctor@ccsnh.edu
Lisa Stockwell, Workforce Director, Ext. 4422, Email: lstockwell@ccsnh.edu

River Valley Community College – Claremont – (603) 542-7744
1 College Drive 03743

Dr. Alfred Williams IV, President, Ext. 5340, Email: awilliams@ccsnh.edu
Dan Osborn, Workforce Director, Ext. 5347, Email: dosborn@ccsnh.edu

White Mountain Community College – Berlin – (603) 752-1113
2020 Riverside Drive, Berlin, NH 03570

Dr. Chuck Lloyd, President, Ext. 3004, Email: clloyd@ccsnh.edu
Lynn Moore, Chief Business Officer, Ext. 3052, Email: lmoore@ccsnh.edu
Tamara Roberge, Workforce Director, Ext. 3062, Email: troberge@ccsnh.edu

White Mountain Community College – Littleton – (603) 444-1326
646 Union Street 03561

Melanie Robbins, Manager, (603) 342-3093, Email: mrobbins@ccsnh.edu

White Mountain Community College – North Conway – (603) 356-7926
2541 Main Street 03860

Kristen Miller, Asst. VP Academic Affairs, (603) 342-3002, Email: kmiller@ccsnh.edu
Denise Feil, Program Asst., (603) 342-3180, Email: dfeil@ccsnh.edu

Additional Resources

Vocational Rehabilitation NH

Vocational Rehabilitation NH: Do you need assistance in creating a truly diverse workforce by hiring and promoting individuals with disabilities?

Windmills is a training program designed to increase awareness of the role that attitudes play in the employment of people with disabilities. Many organizations would like to employ persons with disabilities but find that fears, biases and myths create barriers in the hiring process. The training focuses on attitudes and human factors, while addressing concerns including legal requirements and accommodation. The modules primarily consist of exercises relevant to the everyday world of work to which participants can relate and then remember on the job. The new Windmills Program also incorporates language and requirements of the Americans with Disabilities Act Amendment Act ADA. Windmills is brought to you by Vocational Rehabilitation NH and it is completely free of charge! To schedule a virtual or in person training contact:

Terri Tedeschi

Business Relations Consultant

Vocational Rehabilitation NH

terri.l.tedeschi@doe.nh.gov

603-271-6719 (Office)

603-419-0277 (Cell)



Helpful Links from NH Division of Travel and Tourism

NH Division of Travel and Tourism: You can sign up to receive seasonal updates from the New Hampshire Division of Travel and Tourism with information on special events, activities and vacation packages.

To sign up for Visit NH's E-Newsletter [Visit NH: Subscribe to E-Newsletter](#)

To sign up for Industry Member/Hot Tips E-Newsletter [Visit NH: Industry Members](#)

Lakes Region Tourism Association

[Tourism listings & info for Lake Winnepesaukee & the NH Lakes Region](#)

White Mountain Attractions

[New Hampshire's White Mountains - Home \(visitwhitemountains.com\)](#)

Mt Washington Valley (this is the link to their e-newsletter)

[Mt. Washington Valley Chamber of Commerce: Sign Up to Stay in Touch \(constantcontact.com\)](https://constantcontact.com)

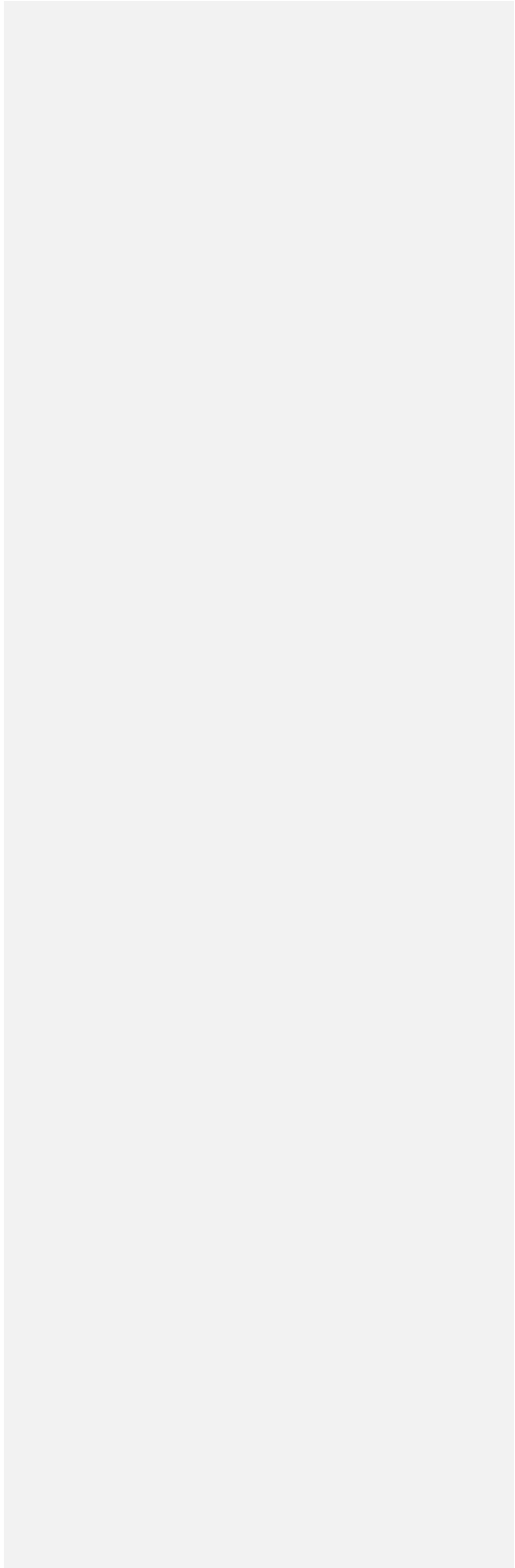
Chamber Collaborative of Greater Portsmouth (this is their link to their e-newsletter)

[Email Signup - The Chamber Collaborative of Greater Portsmouth, NH
\(portsmouthchamber.org\)](https://portsmouthchamber.org)

NH Stay Work Play:

[Stay, Work, Play – and now explore – with online regional Insider’s Guides to New Hampshire |
Manchester Ink Link](#)

Contact list



Other Helpful Information

Workers Compensation Division

New Hampshire law requires employers to provide workers' compensation insurance. The primary responsibility for obtaining workers' compensation insurance rests upon employers who must apply for and obtain coverage prior to the hiring of any employee. The Workers' Compensation Insurance Coverage Verification (see link below) provides insurance coverage information for employers that have purchased a workers' compensation insurance policy. This information comes from policy information reported to the New Hampshire Department of Labor through its designated agent, the National Council on Compensation Insurance (NCCI).

Much of the information needed by an employer is in the Employer's Guide to Workers' Compensation, which can be found below under Applicable Forms and Publications. If you would like a copy mailed to you, contact the Department of Labor. (See Contact Information below.)

Contact Information

Workers' Compensation Division
Telephone: (603) 271-3176
Toll-Free: (800) 272-4353
Workers' Compensation Division
NH Department of Labor
95 Pleasant Street
Concord, NH 03301

NH Department of Administrative Services

The purpose of the State of [New Hampshire Telephone/Email Directory Search](#) page is to allow immediate access to agencies and personnel working for the State of New Hampshire.

Within this page you can search by Department, search for a state employee, a current Topical listing, or view a Departmental listing. If you would like to learn more about the Phone/Email Directory, please review the [Phone/Email Directory FAQs](#).

211 New Hampshire

[211](#) is New Hampshire's first statewide, comprehensive, information and referral service. Thanks to a unique coalition of non-profit, government, corporate and volunteer partners, New Hampshire residents need only dial 211 to be connected, at no cost, with trained Information and Referral Specialists who can provide them with the health and human service information they need to get help, give help or discover options.