

Work Experience Program Host Benefits

A WEP Can Provide A Work Host:

- ◆ The opportunity to evaluate and consider participant for possible employment;
- ◆ A chance to help an individual shift from public assistance to independence;
- ◆ A chance to help your community by helping to support NHEP and TANF
- ◆ Additional Resources

Do You Need More Information?

- ◆ Contact the Community Job Specialist whose business card is attached to this brochure;
- ◆ Call an NHEP Workplace Success Career Center site (numbers listed)
- ◆ Or Visit
www.dhhs.nh.gov/dfa/business/



The New Hampshire Employment Program



NHEP–WPS Career Centers

Berlin: 53A Main St, Ste. 1., **752-3500**

Claremont: 6 Kinney Place, **542-6236**

Concord: 2 Industrial Park Dr., **223-2305**

Derry: 9 Crystal Ave, 216-8660, **216-8661**

Keene: 63 Community Way, **357-1822**

Laconia: 121 Belmont Rd, **524-4367**

Littleton: 262 Cottage St, Ste. 134, **444-2011**

Manchester: 60 Rogers St, **668-3148**

Nashua: 18 Technology Way, **889-0531**

Portsmouth: 4 Cutts St, **430-4910**

Rochester: 150 Wakefield St, **994-0130**

Tamworth: 448 White Mtn. Hwy, **323-7321**



New Hampshire Employment Program

www.dhhs.nh.gov/dfa/business/index

The Work Experience Program 'WEP'



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New Hampshire
Employment Program
Southern New Hampshire
Services

New Hampshire Department
of Health and Human Services



The Work Experience Program - WEP

What is WEP?

The Work Experience Program (WEP) is an opportunity for a non-profit organization, a community agency or a business to take part in. The WEP is offered under the New Hampshire Employment Program (NHEP) and Temporary Assistance for Needy Families (TANF). WEP provides participants with the work habits, skills, and experience needed for successful transition to paid employment.. As a WEP host, your organization can provide an individual with an opportunity to develop hands-on experience and develop work skills needed to get a job, while at the same time easing your own staff's workload. A WEP can also provide with you an opportunity to observe, first hand, a worker's skills



How Does NHEP Work?

Becoming a WEP work host is an easy process with minimal paperwork. You simply meet with an NHEP representative to develop a description of duties for one or more positions. The information will be posted, and screened candidates will be referred to you for an interview. Participant WEP assignments typically run for 16 weeks. During the WEP, the host pays no wages. You may, at any time, hire the individual as a paid employee. The Community Jobs Specialist is available to assist you at any point in the process.



Do Participants Have Health Insurance and Workers Comp Coverage?

Yes. Health insurance is provided through Medicaid and Workers Compensation is provided through the New Hampshire Dept. of Health and Human Services.

We can provide you with a fact sheet that shows you how to claim this coverage.

What is Expected of a Work Host?

The work host is expected to provide a supervised and structured work situation. The WEP experience should include skill building activities, work activities, and work expectations.

These work expectations should include:

Who to report to, what to do if the participant has questions about the work tasks, rules and regulations, what specifically is expected to do the job successfully, and any other information that you believe will help the participant adjust to your workplace. As much as possible, your work expectations of a WEP should resemble those that you have for employees.

Hosts are also asked to sign an agreement, verify attendance, evaluate the individual at the end of the work placement, and notify the NHEP representative if the individual is not participating in accordance with the agreement.

