For case managers working with clients who have employment goals and are entering or returning to the workforce.

Step 1: Identify the category your client falls under (left) and match to the list of services your client needs (right).

**CATEGORY #1:** Client has no work experience or is a former offender

**Services Required:**
- Pre-Employment Services
- Post-Employment Assistance
- Ongoing Assistance

**Pre-Employment Services**
- Resume & Cover Letter Assistance
- Interview Assistance
- Computer Training & Assistance
- Dress for Success Resources

**Post-Employment Assistance**
- Retention Specialist Services
- Career Mentoring
- Setting Career Goals
- Budgeting Guidance

**Ongoing Assistance**
- Online Learning Centers
- Self Service Career Centers
- Job Coaching
- On-site Recruitment Events

**Bureau of Rehabilitation Services**
- Career Counselor
- One-on-One Job Coaching
- Job Placement

**CATEGORY #2:** Client has some work experience with limited work history

**Services Required:**
- Pre-Employment Services

**CATEGORY #3:** Client is employable and requires vocational assistance

**Services Required:**
- Pre-Employment Services
- Post-Employment Assistance
- Bureau of Rehabilitation Services
Step 2: Work with client to identify the correct program for their needs (all conversation should be noted in client’s progress notes).

<table>
<thead>
<tr>
<th>Program/Eligibility</th>
<th>Services Offered</th>
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</thead>
</table>
| **Free To Succeed**  | • Programs for former Offenders Transitioning Back to the Workforce  
| Contact: Mary Hennessey, Retention Specialist  
| 860-656-2595 or mhennessey.ctwbs@ct.gov | • Re-entry Retention Program  
|  | • Pre-employment Assistance  
|  | • Post-Employment Assistance  
|  | • Ongoing Assistance  
| **Eligibility:** Former Offenders | **Hartford American Job Center**  
| Contact: 860-246-3700 | • Pre-employment/ Workforce Assistance & Ongoing Assistance  
|  | • Veteran Assistance  
|  | • Employer Recruitments  
|  | • Job Search Assistance  
|  | • Career Counseling  
|  | • Specialized Workshops  
|  | • Apprenticeship Information  
|  | • Assessment Testing  
|  | • Referral to supportive services  
| **Eligibility:** Open to All | **Urban League of Greater Hartford**  
| Contact: Yvonne Matthews, Job Developer/Job Counselor  
| 860-527-0147 ext. 284 or ymatthews@ulgh.org  
| 104 Woodland Street, Hartford, CT 06105 | • Pre-employment Assistance  
|  | • Resume Writing & Cover Letter Workshop  
|  | • Mock Interviewing Workshop  
|  | • The Professional Men Suiting Initiative  
|  | • Career Goal Workshops  
|  | • Post-Employment Assistance  
| **Eligibility:** Open to All | **Dress for Success**  
| Contact: Prudential Retirement, 860-525-5015  
| 280 Trumbull St, Hartford, CT 06103 | • Professional Attire  
|  | • Network Support  
| **Eligibility:** Open to Women | **Community Support Program/Recovery Pathways (Chrysalis Center Inc.)**  
| Contact: Stephen Projansky, Program Manager  
| 860-263-4406 or sprojansky@chrysaliscenterct.org  
| 255 Homestead Ave, PO Box 320613, Hartford, CT 06132 | • Pre-employment Assistance  
|  | • Skills Assessment  
|  | • Goal Setting for Training, Education & Employment  
|  | • Computer Resources to Conduct job Search  
|  | • Resume Writing  
|  | • Access to appropriate clothing  
|  | • Job conflict Resolution  
|  | • Trainings in Welding, Culinary Arts, Flagger and OSHA-10 Training, Offsite Scaffolding and CDL Truck Driving Training  
<p>| <strong>Eligibility:</strong> Clients with an Axis I or II diagnosis |</p>
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<tr>
<td><strong>Bureau of Rehabilitation Services</strong></td>
<td>• Contract with Community Organizations who work to enhance employment, Educational, Social and Recreational Opportunities for People with Disabilities and other Challenges</td>
</tr>
<tr>
<td>Contact: 860-424-4844 or <a href="http://ct.gov/brs">ct.gov/brs</a></td>
<td>• Work Counselors</td>
</tr>
<tr>
<td>25 Sigourney St # 11, Hartford, CT 06106</td>
<td>• Referrals for Work</td>
</tr>
<tr>
<td><strong>Eligibility:</strong> Clients diagnosed with a disability and currently seeing a doctor for mental health services</td>
<td></td>
</tr>
</tbody>
</table>

| **Board of Pardons & Parole**                            | • Pardons for criminal convictions                                                                                                                                 |
| Contact: 203-805-6605 or [ct.gov/bop](http://ct.gov/bop)  | • Grant parole to eligible and appropriate offenders in the community under supervision                                                                 |
| 55 West Main Street, Waterbury, CT 06702                 |                                                                                                                                                            |
| **Eligibility:** Former Offenders                        |                                                                                                                                                            |

This tool was created by Rebecca Willis, Program Manager of Training & Employment, AIDS Connecticut. For more information please contact Rebecca at 860-247-2437 x313 or rwillis@aids-ct.org.