



Work Requirement Resource Guide

If you need to find work, volunteer opportunities, education, or job training to help meet the new HIP requirements, the resources below can help.

Start Here: WorkOne West Central Indiana

If you're not sure what type of opportunity is right for you, **WorkOne** is a great place to start. WorkOne provides free employment and career services and can help you explore career options, search for jobs, improve your resume, find training, and connect with other workforce resources.

WorkOne West Central Indiana serves **Carroll and White counties** as part of Indiana's Region 4 workforce system. Specialized services are also available for veterans, young adults, and people with disabilities.

WorkOne can help with:

- Finding local job openings
- Resume and interview assistance
- Career counseling and career assessments
- Job fairs and hiring events
- Job training and education referrals
- Career exploration
- Connections to specialized employment programs
- Training and employment services for veterans, young adults, and people with disabilities

Services are available in person, by appointment, and through virtual options.

Learn more: <https://www.in.gov/workonewestcentral/>

Nearby WorkOne Locations

Monticello: 574-583-4128

Logansport: 574-722-6652

Peru: 765-472-3562

Lafayette: 765-474-5411

Kokomo: 765-450-3019

You can use the WorkOne office that is most convenient. Call ahead to schedule an appointment and ask about available employment, training, and career services.

Job Search Resources

Indiana Career Connect

Indiana Career Connect is Indiana's statewide job-search system. You can use it to search for available jobs, create a job seeker profile, and connect with employers.

This is a good resource if you want to search for jobs in Carroll County, White County, Lafayette, Kokomo, Logansport, or other communities in Indiana.

Search for jobs: <https://www.indianacareerconnect.com/>

You can also ask WorkOne staff for help using Indiana Career Connect and searching for positions that match your skills and experience. WorkOne identifies Indiana Career Connect as the state's no-cost job-posting and recruitment service.



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Manpower Job Placement

Manpower connects job seekers with employment opportunities and provides career resources, training, and support.

Depending on your experience and interests, available opportunities may include:

- Accounting and finance, Sales
- Call center and customer service, Hospitality
- Information technology, Office and administrative, Human resources
- Industrial and manufacturing, Skilled trades, Transportation and warehousing
- Other entry-level and professional positions

Manpower may offer **temporary, temporary-to-permanent, and permanent employment opportunities.**

Monticello: 574-583-6000 **Lafayette:** 765-447-0874 **Learn more:** <https://www.manpower.com/>

Pro Resources Staffing Services

Pro Resources is an Indiana-based staffing agency that connects job seekers with employment opportunities, including professional, clerical, light industrial, technical, and other positions.

Staffing agencies can be a useful option if you are looking for **short-term, long-term, temporary-to-permanent, or permanent employment.**

Search for current opportunities: jobs.proresources.com/

Express Employment Professionals – Lafayette

Express Employment Professionals connects job seekers with employers throughout the Greater Lafayette area.

Opportunities may include:

- Manufacturing, Skilled trades, Warehouse and distribution
- Administrative and office positions, Customer service, Professional positions
- Full-time and part-time work
- Temporary and evaluation-to-hire positions

Phone: 765-449-5200 **Learn more:** www.expresspros.com/us-indiana-lafayette

Honest Jobs

Honest Jobs is a national employment resource designed specifically to connect people with **fair-chance employers.** This may be a useful resource for individuals who have a criminal record or other background-related barriers to employment.

The site provides job listings and employment resources and allows job seekers to search for opportunities based on location and other factors.

Learn more and search for jobs: www.honestjobs.com/

Education & Job Training

Education and job training may provide another pathway toward meeting HIP requirements while also helping you build skills for a new or better job.

WorkOne Education & Training

WorkOne can help you identify training programs and determine whether you may qualify for assistance with education or workforce training.

Training opportunities may include:

- Career certifications
- Occupational training
- Adult education, High school equivalency preparation
- Work-based learning, On-the-job training
- Training for high-demand careers

Learn more: www.in.gov/dwd/job-seekers/education-training/

White County Adult Education

White County Adult Education provides education and workforce-development opportunities for adults in the area and serves residents of **White and Carroll counties**.

Adult education may be a good option if you need to:

- Prepare for a high school equivalency exam
- Improve reading, writing, or math skills
- Improve English-language skills
- Prepare for college or additional training
- Build skills needed for employment

Phone: 574-583-5158

Ask about current classes, eligibility, schedules, and available workforce programs.

Ivy Tech Community College

Ivy Tech Community College offers affordable education and workforce-focused programs that can help students prepare for careers without necessarily pursuing a four-year degree.

The **Logansport, Lafayette, and Kokomo** campuses provide access to college courses, career certificates, workforce training, and degree programs. Online options may also be available.

Short-term certificates and workforce training can provide a pathway to employment in high-demand fields.

Learn more: www.ivytech.edu/

Volunteer & Community Service Opportunities

If you are considering volunteering as a way to meet HIP requirements, there may be opportunities available through local nonprofits, food pantries, schools, churches, community organizations, animal shelters, and other organizations.

Volunteer opportunities may be especially helpful if you need a flexible option that works around your job, transportation, childcare, or other responsibilities.

Before you volunteer:

Ask the organization: **“Do you have volunteer opportunities available, and can you provide documentation of my volunteer hours?”**

Keep a record of your volunteer activities and hours.

Important: Not every volunteer opportunity will necessarily qualify toward HIP work requirements. **Before relying on volunteer hours to meet your HIP requirement, confirm that the activity qualifies with FSSA/DFR.**

Serve Indiana

Serve Indiana provides information and resources for people looking for volunteer opportunities throughout the state.

Volunteer opportunities may include:

- Short-term or one-time events
- Ongoing volunteer positions
- Community organizations, Religious organizations
- Food banks, Schools, Hospitals, Homeless shelters, Disaster relief

Serve Indiana also provides information about volunteer training, certifications, and volunteer organizations that can help connect you with opportunities.

Find volunteer resources: www.in.gov/serveindiana/volunteerism/welcome/



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Before You Start: Keep Good Records

If you are completing work, volunteer, education, or training activities to meet HIP requirements, **keep documentation of your activities and hours.**

Consider keeping:

- Date of the activity, Type of activity, Number of hours completed
- Employer or organization name, Contact information for the employer or organization
- Pay stubs, Work schedules or time sheets, Volunteer hour records, Class attendance records
- Training certificates or completion records
- Other documentation showing your participation

Don't assume an activity counts.

Before relying on a job, volunteer opportunity, class, or training program to meet your HIP requirements, **verify that the activity qualifies with FSSA/DFR.**

Keep your documentation.

You may be asked to provide proof of your activities or hours. Keeping your records from the beginning can make it easier to respond if FSSA/DFR requests documentation.

Need Help?

If you have questions about whether an activity qualifies, whether you are exempt, or how the requirements apply to your individual situation, contact the **Division of Family Resources (DFR).**

Phone: 1-800-403-0864

FSSA Benefits Portal: FSSABenefits.IN.gov

You can also visit your local WorkOne office for help finding employment, education, or job-training opportunities.

Remember: The goal of these resources is to help you prepare. **Don't wait until your HIP renewal date to start looking for opportunities or gathering documentation.**