



Career and Job Assistance Programs for West Virginians

*State and federal resources for
West Virginians seeking employment
and benefits assistance*

Congressman Evan Jenkins
Third Congressional District of West Virginia

EVAN H. JENKINS
THIRD DISTRICT, WEST VIRGINIA

COMMITTEE ON APPROPRIATIONS

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Dear West Virginian,

There are few things more painful than losing a job. It seems like a day hardly goes by without hearing the heartbreaking news that another company is closing down its facility, shuttering a plant, or going out of business. These aren't just job loss numbers on a balance sheet, these are hardworking West Virginians that just want to do a full day's work for a full day's pay and provide for their families.

This packet is a tool to help you find a new job and receive any benefits for which you may qualify, such as unemployment, disability or black lung benefits. I hope the information in this packet will be a useful resource for you as you search for employment. You and your family already have enough concerns; you should not have to spend hours searching for resources and contacts available to assist you.

In the next few pages, you will find contact information for my offices, as well as information on state and federal resources. If I can be of assistance to you, please do not hesitate to contact one of my three offices.

If you need help from me regarding an issue with a federal agency, please fill out and return the enclosed Privacy Release Form so the agency has your authorization to share your information with my office. Under the terms of the Privacy Act of 1974, a federal agency is not allowed to release any information concerning an individual to my office without the express written consent of the individual concerned.

I hope this document will be useful to you in your search, and I wish you the very best.

Sincerely,



Evan Jenkins
Member of Congress

OFFICE MISSION

"To ensure the people of the Third Congressional District of West Virginia have the greatest opportunity to live free and prosperous lives by serving, communicating, protecting and representing them in a professional and caring manner."

CAREER AND JOB ASSISTANCE PROGRAMS FOR WEST VIRGINIANS

This packet includes many important resources you may need during this difficult time, including contact information for my offices, local employment offices, and Social Security offices.

In the **How I Can Help You** section, you will find contact information for my offices in West Virginia and Washington. My offices can help you with any questions you may have about contacting agencies to help you find employment or securing unemployment benefits.

In the **State and Federal Resources for Job Seekers** section, you will find contact for local West Virginia agencies that can help you, including local WorkForce West Virginia offices throughout southern West Virginia. These offices can help you with both unemployment benefits and finding new employment.

HOW I CAN HELP YOU

Congressman Jenkins' Office Information

My offices can help you with state and federal agencies and can be used as a resource after you have contacted the related agency or filed any necessary paperwork. Please feel free to contact us at any time to answer questions or identify the correct people to contact for your issue.

The last page of this packet is my office's Privacy Release Form. Under the terms of the Privacy Act of 1974, a federal agency is not authorized to release any information about an individual to any other person without the express written consent of the individual. Therefore, please complete this form and return it to one of my offices listed below so I may make inquiries to federal agencies on your behalf.

Huntington Office

Teri Booth
845 Fifth Ave. Suite 314
Huntington, WV 25701
Phone: (304) 522-2201
Fax: (304) 529-5716
Teri.Booth@mail.house.gov

Beckley Office

Kim McMillion
223 Prince St.
Beckley, WV 25801
Phone: (304) 250-6177
Fax: (304) 250-6179
Kim.McMillion@mail.house.gov

Bluefield Office

Kim McMillion
601 Federal St. Suite 1003
Bluefield, WV 24701
Phone: (304) 325-6800

Open 9 a.m. to 4 p.m. Tuesdays and Thursdays

STATE & FEDERAL RESOURCES FOR JOB SEEKERS

WorkForce West Virginia

WorkForce West Virginia, a service provided by the West Virginia Department of Commerce, assists West Virginians in finding employment, obtaining unemployment benefits, and connecting employers and job searchers.

Beckley

200 New River Town Center
Beckley, WV 25801
Job Seekers: (304) 256-6792
Unemployment: (304) 256-6796

Princeton

195 Davis St. Suite 102
Princeton, WV 24740
Job Seekers: (304) 487-2248
Unemployment: (304) 425-1896

Charleston

1321 Plaza E.
Charleston, WV 25330
Job Seekers: (304) 558-0342
Unemployment: (304) 558-0292

Ronceverte

330 Red Oaks Shopping Center Suite 1
Ronceverte, WV 24970
Job Seekers: (304) 647-7410
Unemployment: (304) 647-7410

Huntington

2699 Park Ave. Suite 240
Huntington, WV 25704
Job Seekers: (304) 528-5525
Unemployment: (304) 528-5538

Summersville

830 Northside Dr. Suite 123
Summersville, WV 26651
Job Seekers: (304) 872-0820
Unemployment: (304) 872-0821

Logan

130 Stratton St.
Logan, WV 25601
Job Seekers: (304) 792-7010
Unemployment: (304) 792-7020

Teays Valley

19 Putnam Village Shopping Center
Teays, WV 25569
Job Seekers: (304) 757-7270

Point Pleasant

404 Main St.
Point Pleasant, WV 25550
Job Seekers: (304) 675-0857
Unemployment: (304) 675-0857

Welch

110 Park Ave. Suite 100
Welch, WV 24801
Job Seekers: (304) 436-3131
Unemployment: (304) 436-2527

WorkForce West Virginia main phone number:
(800) 252-JOBS (5627) or file unemployment benefits by phone: (800) 379-1032

Online filing for unemployment benefits:

http://www.wvcommerce.org/business/workforcewv/unemployment_compensation/claimants/default.aspx

WorkForce West Virginia offers a number of services to job seekers at no charge, including:

- Career assessment and guidance
- Access to training and education programs
- Information about job fairs and workshops
- Assistance with searching for jobs
- Resume and cover letter preparation
- Practice interviewing for jobs
- Free computer and Internet access

WorkForce West Virginia also maintains a large database of available jobs. To register and search this database, please visit http://www.wvcommerce.org/business/workforcewv/job_seekers/find-a-job.aspx.

CareerOneStop

CareerOneStop, a U.S. Labor Department website, is a one-stop site for employment, training and financial help after a layoff. This site offers many resources to help you through your search, including assistance with unemployment benefits, job searching tips, job training resources, and career advice.

For more information, please visit <http://www.careeronestop.org/resourcesfor/laidoffworker/laid-off-worker.aspx>.

CareerOneStop also includes a step-by-step guide to writing a resume, including sample resumes and templates. For resume tips, please visit <http://www.careeronestop.org/ResumeGuide/>.

American Job Center Network

American Job Center Network, a collaboration among multiple federal agencies, offers job seekers access to key federal programs and local resources to help locate jobs, training programs, and emerging industries. This site also includes information on job retraining programs and local job searching resources.

For more information, please visit <http://jobcenter.usa.gov/find-a-job>.

SOCIAL SECURITY DISABILITY

If you are disabled from your job or have questions about disability, please use the information below. Social Security offices have information on various programs, including black lung benefits, and can help you with the application process.

Local Social Security Offices

Beckley Social Security Office

5475 Robert C. Byrd Dr. Suite A-8
Mount Hope, WV 25880
Phone: (800) 772-1213

Huntington Social Security Office

301 Ninth St.
Huntington, WV 25701
Phone: (800) 772-1213

Bluefield Social Security Office

3014 E. Cumberland Road
Bluefield, WV 24701
Phone: (800) 772-1213

Logan Social Security Office

1103 George Kostas Dr.
Logan, WV 25601
Phone: (800) 772-1213

Website for Social Security disability: <https://secure.ssa.gov/iClaim/dib>

Website for Social Security disability eligibility:

<http://www.socialsecurity.gov/hlp/radr/10/ovw001-checklist.pdf>

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PRIVACY RELEASE FORM
U.S. Representative Evan Jenkins
Third Congressional District of West Virginia

Under the terms of the Privacy Act of 1974, a federal agency is not authorized to release any information concerning an individual to any other person without the express written consent of the individual concerned. Therefore, so that I may make the appropriate inquiry on your behalf, please complete this form and return it to me so that I may submit to the agency.

Date: _____

This will authorize the release to Rep. Evan Jenkins of any relevant information concerning my application for _____
currently pending before the _____.

Signature: _____

Printed name: _____

Street address/box: _____

City, state, zip: _____

Phone number: _____

Email (if available): _____

Social Security number or claim number: _____

Date of birth: _____

Please return completed form to:

___ BECKLEY: 223 Prince St., Beckley, WV 25801 Fax: (304) 250-6179

___ HUNTINGTON: 845 Fifth Ave. Suite 314, Huntington, WV 25701 Fax: (304) 529-5716

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