

STATE OF NEVADA
DEPARTMENT OF EMPLOYMENT TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
WORKFORCE INNOVATION SUPPORT SERVICES



INFORMATION TO HELP REBUILD YOUR FUTURE AFTER A LAYOFF



An Equal Opportunity Employer / Program
Auxiliary aids and services are available upon request for individuals with
disabilities. Relay 711 or (800) 326-6868

DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION

EMPLOYMENT SECURITY DIVISION

WORKFORCE INNOVATION SUPPORT SERVICES

SERVICES 500 EAST THIRD STREET

CARSON CITY, NEVADA 89713

The Department of Employment, Training & Rehabilitation (DETR) is the state's lead workforce development agency. It consists of divisions that offer workforce related services, job placement and training, services for people with disabilities, investigation of claims of discrimination, unemployment insurance benefits, labor market data and more. Many of these services are provided through EmployNV Career and Business Hubs and in cooperation with its community partners.

OUR VISION

To be **Nevada's First Choice** to connect businesses and job seekers.

OUR MISSION STATEMENT

DETR's mission is to provide Nevada's businesses with access to a qualified workforce and encourage equal employment opportunities.

The Employment Security Division (ESD) is a combination of Unemployment Insurance, Workforce Development, and the Commission on Postsecondary Education.

The Workforce Innovation Support Services (WISS) unit is to assist and support the Department and the State in making the workforce system the first choice for all businesses and jobseekers in Nevada. For a listing of WISS Programs/Services please refer to the [WISS TA Guide - 2024](#).

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STEVENS' AMENDMENT:

The Rapid Response program operated by the State of Nevada's Department of Employment, Training and Rehabilitation (DETR) Employment Security Division (ESD) is supported by the Employment and Training Administration (ETA) of the United States (U.S.) Department of Labor (DOL) as part of a financial assistance award (See [Stevens Amendment - Nevada Department of Employment, Training and Rehabilitation \(nv.gov\)](#) for current award information) with 100 percent funded by DOL-ETA. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by DOL-ETA, or the U.S. Government. For more information, please visit the ETA website: dol.gov/agencies/eta/layoffs.

WHAT IS RAPID RESPONSE?

Rapid Response is a team of professionals from public and private sectors whose specialty is helping individuals who may be facing the prospect of unemployment. This team directs you to a variety of services that can help make your transition into your next opportunity less stressful. For example, you may be eligible for job search and resume' building workshops, career counseling, or learn about union apprenticeship programs that will enhance your ability to quickly return to work. The Rapid Response team also provides financial information and resources to assist you during your transition. This Rapid Response information booklet will provide you with information on these subjects and others such as EmployNV Career Hub centers and Unemployment Insurance for your reference.

What is important is that these services are provided at ***no cost to you***, so please take the time to review the contents of this packet and follow through with calls to those agencies you feel will best meet your needs.

UNEMPLOYMENT INSURANCE (UI)

1. When should I file for Unemployment Insurance benefits?

Your claim is effective the Sunday of the week in which you file. You should file as soon as you are unemployed. However, if you earn wages, vacation, severance, or other pay during a week you claim, your benefits for that week may be reduced. You must report your earnings during the week you performed the work and not when you get paid.

2. How can I file for benefits in Nevada?

Claims for Unemployment Insurance are filed by telephone or on the internet. This includes filing a new claim, reopening an existing claim, filing weekly claims, and inquiring about the status of your claim or payments.

- Northern Nevada: **(775) 684-0350**
- Southern Nevada: **(702) 486-0350**
- Rural Areas and Out of State Callers: **(888) 890-8211**
- To file by Internet: ui.nv.gov
- Technical Assistance Only with online UI claim filing: **(775) 684-0427**, or
- e-mail: InternetHelp@detr.nv.gov
- Login or PIN Assistance: **Northern Nevada (775) 684-6838**
Southern Nevada (702) 486-3293

3. What are the basic requirements for a Nevada claim?

Being unemployed through no fault of your own; having earned enough wages in two or more quarters of the base period; filing your claim; being able to work; being available and looking for full-time work. When filing a new claim, the benefits will be based on income earned in the first four of the last five completed quarters. If you do not meet the wage requirements in establishing a standard base period, you may be eligible for an alternate base period claim, which is the last four complete quarters.

4. How much will I receive if I am eligible?

When filing a new claim, the benefits will be based on income earned in the first four of the last five completed quarters. The maximum weekly unemployment benefit amount varies per individual case. You will receive a monetary determination indicating your potential entitlement once a claim has been established. This is only the first step towards determining if you will receive benefits. It does not mean that your payment(s) will automatically start coming.

5. What if I just started working in Nevada?

You may be eligible for Unemployment Insurance benefits from another state. We will help you file an “Interstate Claim”, or a “Combined Wage Claim”. You will need the names and addresses of each business, both in- state and out-of-state, during the previous two years.

6. When should I expect my first payment?

You will receive a debit card within 7 to 10 business days after you file your claim. Once you are determined eligible to receive benefits, payments are made to your debit card on a weekly basis.

NEVADA UNEMPLOYMENT INSURANCE

Website: [UInv - The Nevada Unemployment Insurance Claim Filing System](#)

HOW TO PREPARE FOR INTERNET CLAIM FILING

You must file your first weekly claim Sunday through Saturday following the week that you opened your claim and continue to file in this manner each week to receive payment.

It helps to have the following information ready before you begin the Internet Claim filing process:

1. Social Security Number.
2. A list of all businesses for whom you worked in the past 18 months. If any of these businesses have a corporate name - make sure you use this corporate name.
3. You will need information on your last two employers, their business address with zip codes, telephone numbers and the first and last date you worked for each.
4. Personal Identification Number (PIN) if reopening an existing claim.

You will need the following additional information –

- ***If you are not a citizen of the United States:***
 - You MUST have your alien registration number.
- ***If you have been discharged from the military in the last 18 months:***
 - You MUST have a copy of your DD FORM 214 MEMBER-4.
- ***If you have worked for the Federal Government in the last 18 months:***
 - You MUST have a copy of your SF-8.

Upon completion of your claim:

- **YOU MUST RECEIVE A CONFIRMATION NUMBER!**
 - Note: Failure to receive a confirmation number means your claim will not be accepted.
- **IF YOU DO NOT RECEIVE A CONFIRMATION NUMBER:**
 - You must wait 24 hours before attempting to establish your claim again using the Internet; or,
 - You may call the Telephone Claim Center to file your claim.



EMPLOYNV CAREER HUB SERVICES

EmployNV Career Hub partners along with public and private service providers who may be able to help workers who have been affected by a layoff or plant closure.

DETR focuses on providing a variety of employment related labor exchange services including, but not limited to, job search assistance, job referral, and placement assistance for job seekers. Services provided can be in person or virtual. Depending upon the needs of the job seeker, other services such as assessment of skill levels, abilities and aptitudes, career guidance, workshops and referral to training may be available. Individuals who are Veterans receive priority of service in all EmployNV Hubs.

Services offered to businesses include referrals of qualified job seekers to available job openings, matching job seekers with job requirements, assisting businesses with recruitment needs such as arranging for Job Fairs and/or Hiring Events, assisting with job restructuring and helping businesses deal with layoffs.

Job-seeker services are available at multiple strategically located EmployNV Career Hubs and two (2) comprehensive One Stop locations. These offices are a no-cost, full-service employment resource. The EmployNV Career Hubs provide specialized attention and service to individuals with disabilities, migrant and seasonal farm workers, ex-offenders, youth, minorities, and older workers.

Below is a brief outline of services that are available at all EmployNV Hubs and One Stop locations:

Resource Centers: Each EmployNV Career Hub and One Stop location has a Resource Center with computers, phones, copiers, faxes, and printers. Job seekers have access to job search web sites, resume templates and proficiency tests.

Veterans' Employment Services: Veterans receive priority of service for training, reemployment counseling and job referrals at all EmployNV Career Hub and One Stop Hubs. Highly trained Veterans Representatives are in all EmployNV Career Hubs. These representatives are Veterans themselves. They have received specialized training by the Department of Labor in Employment Assistance specifically for Veterans:

[Veteran Services - Nevada Department of Employment, Training and Rehabilitation \(nv.gov\)](http://nv.gov)

REEMPLOYMENT SERVICES

Available Workshops: Job search, resume writing, and interview workshops are offered to help job seekers direct their efforts in this ever-changing technological world.

Testing and Vocational Guidance: Testing and vocational guidance services are provided to assist job seekers faced with choosing a vocation or changing career fields. Each EmployNV Career Hub and One Stop Hub offers skills assessment testing in many areas including Microsoft Office products.

ADA Compliant Services: Special services are provided for American with Disabilities Act.

Labor Market Information: The Department of Employment, Training and Rehabilitation (DETR) produces the vast majority of labor market information in the state. Job seekers and businesses can obtain an overview of the economy, information about industries, occupations, and wages. This information is available at the Nevada Workforce Informer website: <https://nevadaworkforce.com/>

Trade Adjustment Assistance (TAA) Act Programs: If you have permanently lost your job due to foreign imports or shifts in production to other countries, you may be eligible for training and/or additional Unemployment Insurance benefits. For additional information please call (775) 684-0362. These services are contingent upon available funding from the Department of Labor.

Work Opportunity Tax Credit (WOTC): Is a federal tax credit program available to businesses who hire and retain individuals for a specific number of hours, from a variety of targeted groups who have consistently had problems returning to work. For additional information please email WOTCNV@detr.nv.gov

EMPLOYNV FOR JOB SEEKERS AND BUSINESSES

Website: [EmployNV](#)

Job Seekers: Searching for jobs does not require you to register as a user in EmployNV, however, it is recommended so that you can post your resume for businesses to view. There is an option to search for jobs in multiple locations at the same time and save the search criteria. You may set up alerts which will send emails whenever new jobs are posted that meet your search criteria.

Businesses: Upon approval of your registration, available positions may be posted and managed at your convenience. The resume database includes in-state and out-of-state job seeker information, may be searched for qualified candidates. Resume search criteria can be saved. Setting up alerts sends notification of new resumes which meet the business' criteria.

EMPLOYNV BUSINESS/CAREER HUBS



NORTHERN NEVADA

EmployNV Career Hub- Reno <i>Comprehensive OneStop Center</i>	4001 S. Virginia St., Ste. H	(775) 284-9600
EmployNV Business Hub	4001 S. Virginia St., Ste.11	(775) 284-9660
EmployNV Business/Career Hub- Carson City	1929 N. Carson St.	(775) 684-0400
EmployNV Career Hub- Sparks	2281 Pyramid Way	(775) 284-9520

SOUTHERN NEVADA

EmployNV Career Hub- Henderson	4500 E. Sunset Rd #40	(702) 486-0300
EmployNV Career Hub- Las Vegas	3405 S. Maryland Pkwy.	(702) 486-0100
EmployNV Career Hub- North Las Vegas	2827 Las Vegas Blvd. North	(702) 486-0200
EmployNV Career Hub- Las Vegas <i>Comprehensive OneStop Center</i>	6330 W. Charleston Blvd., Ste. 190	(702) 822-4200

RURAL NEVADA

EmployNV Business/Career Hub- Elko	172 Sixth St.	(775) 753-1900
EmployNV Business/Career Hub- Ely	1500 Avenue F, Ste. 1	(775) 289-1616
EmployNV Business/Career Hub- Fallon	121 Industrial Blvd.	(775) 423-5115
EmployNV Business/Carrer Hub- Fernley	1320 W Newlands Dr.	(775) 439-3077
EmployNV Business/Career Hub- Winnemucca	475 W. Haskell, Ste. 1	(775) 623-6520

CAREER ENHANCEMENT PROGRAM (CEP)

The Career Enhancement Program (CEP) assists Nevada’s unemployed residents return to the workforce by providing the opportunity to gain the necessary skills to meet the demands of today’s changing labor market. Participants in CEP are offered services at **NO COST**.

A variety of workforce services are available to eligible participants including job search, job search workshops, job development, job referral, vocational counseling and guidance, and aptitude and/or proficiency tests.

EmployNV	https://www.employnv.gov
Career OneStop	https://www.careeronestop.org
My Next Move	https://www.mynextmove.org
Nevada CIS 360	https://portal.nvcis.intocareers.org/Adult
O*Net Occupational Information	https://www.onetonline.org/
U.S. Bureau of Labor Statistics	https://www.bls.gov/audience/jobseekers.htm

******Priority of service is given to veterans, seniors, individuals that are receiving public assistance, low-income individuals and individuals who are lacking basic skills. ******

ADDITIONAL JOB SERVICES

- Job search workshops and intensive job search coaching
- Aptitude and skills proficiency testing to determine skills, abilities, and interests
- Vocational guidance and counseling
- Basic education enhancement
- Nevada's Career Information System [Home | Nevada Enterprise \(intocareers.org\)](#)
- Labor Market Information [EmployNV](#)
- Nevada's Job Bank [EmployNV](#)
- Services for older workers [Seniors \(nv.gov\)](#)

STATE OF NEVADA DISPLACED HOMEMAKERS PROGRAM

In today's society, it is still common for one member of the family to maintain the home while someone else in the family is the primary wage earner. The family financial support may suddenly be lost through divorce, death, job loss or other circumstances. The member of the family who maintained the home becomes a "displaced homemaker". In that event, an obvious but not so easy choice is for him or her to get the assistance necessary to find work that will make that person self-sufficient. The Nevada Department of Employment, Training and Rehabilitation's Displaced Homemaker program can help.

[Displaced Homemakers Program - Nevada Department of Employment, Training and Rehabilitation \(nv.gov\)](http://nv.gov)

The following programs provide Displaced Homemaker services.

Reno Area: Truckee Meadows Community College
[TMCC Re-Entry Center](#)
7000 Dandini Blvd., RDMT 114
Reno, NV 89512
775-673-7170

Western Nevada Area: [Community Chest Inc.](#)
991 South C Street
Virginia City, NV 89440
775-720-0007

Southern Nevada Area: [HELP of Southern Nevada](#)
1640 E. Flamingo Rd., Suite 100
Las Vegas, NV 89119
702-369-4357

TRADE ADJUSTMENT ASSISTANCE (TAA) PROGRAM

The Trade Adjustment Assistance Program (TAA) is a federal program established under the Trade Adjustment Assistance Reauthorization Act of 2021 that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The TAA program offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services.

Who Can Be Granted Trade Act Certification?

Individuals whose jobs are impacted by foreign trade provided that:

- A significant number or proportion of the workers in the firm must have become totally or partially separated.
- Sales or production at the firm must have decreased absolutely or there has been a shift of production by the firm to a foreign country.

Trade Act (TAA) Services are available through the EmployNV Career Hubs. Based on individual eligibility, members of a TAA certified worker group might be eligible to receive one or more of the following services:

Reemployment Services:

- Employment registration
- Employment counseling
- Job development
- Supportive services
- Self-directed job search services
- Classroom training
- On-the-job training
- Basic or remedial education (including literacy training and English as a Second Language)

Other Services Include:

- Job search allowances (for costs of a job search outside of the local commuting area).
- Relocation allowances (for costs of relocating to a job outside of the local commuting area).
- Transportation and subsistence allowances (for costs of attending training outside the local commuting area).

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER, ADULT, AND YOUTH SERVICES

The purpose of the Workforce Innovation and Opportunity Act (WIOA) is to improve the public workforce system with education and economic development. WIOA helps job seekers, including youth and those with significant barriers to employment, access education, employment and training, and support services to succeed in the labor market and to match businesses with the skilled workers they need to compete in the global economy. WIOA Title I is a program that helps individuals find jobs and improve their employment skills through services offered at Comprehensive OneStop Centers. Services such as:

- Skills assessment
- Job search assistance
- Labor Market information
- Supportive services referrals
- Individual Employment Plan (IEP)
- Career Counseling
- Prevocational skills courses
- Workshops
- Classroom, customized training, and on-the-job training
- Skills upgrading
- Job readiness training
- Adult Education and Family Literacy (AEFLA) programs

To find out more about the employment and or training services please refer to the Local Workforce Innovation Boards below.

SOUTHERN NEVADA:

Workforce Connections

6330 W. Charleston Blvd. #150

Las Vegas, NV 89128

(702) 638-8750

<https://nvworkforceconnections.org/>

NORTHERN NEVADA:

Nevadaworks

639 Isbell Road, Suite 420

Reno, NV 89509

(775) 337-8600

<https://nevadaworks.com/>



PROTECTING PENSION AND HEALTH BENEFITS

Consolidated Omnibus Budget Reconciliation Act (COBRA) – Extending Your Health Care

You may be eligible to purchase extended health care coverage under *COBRA* if your job ended for any reason other than gross misconduct, or if your hours were reduced. To qualify, your business must have 20 or more employees, you must be a participant in your business's group health plan, and the business must continue to maintain a health benefit plan.

Once your job ends, your plan must provide you with written notice explaining your rights under *COBRA*. You have 60 days from the date the notice is provided or from the date coverage ended or whichever is later to elect *COBRA* coverage. It begins the day your health care coverage ends and lasts for up to 18 months (and longer in some cases). You should also know that under *COBRA* you may have to pay the entire premium for health care coverage and an additional 2% administrative fee.

Health Insurance Portability and Accountability Act (HIPAA)

Enrolling in another plan when you are switching jobs. If another group health coverage is available to you (i.e., the spouse's employment group) special enrollment in that plan should be considered without waiting for the open enrollment period. You must request enrollment within 30 days of losing eligibility from your last business. Under the Patient Protection and Affordable Care Act beginning January 1, 2014, group health plans and insurers cannot refuse to cover treatment for preexisting conditions for any individuals.

Affordable Care Act: You can buy individual insurance coverage through the Health Insurance Marketplace. The Marketplace lets you see health plan options available in your area. You may be eligible for a new kind of tax credit to help you with your cost of coverage. If you are eligible to choose *COBRA*, comparison shop on the Marketplace before you decide.

For more information on ACA visit:

- See Your Options If You Lose Job-Based Health Insurance [Open Enrollment is here! Act by Dec 15 for coverage starting Jan 1 | HealthCare.gov](#) |
- [COBRA Coverage and Health Insurance Marketplace® Options | HealthCare.gov](#)

Employee Retirement Income Security Act (ERISA) – requires plans to provide participants with plan information including important information about plan features and funding; sets minimum standards for participation, vesting, benefit accrual and funding; provides fiduciary responsibilities for those who manage and control plan assets; requires plans to establish a grievance and appeals process for participants to get benefits from their plans; gives participants the right to sue for benefits and breaches of fiduciary duty; and, if a defined benefit plan is terminated, guarantees payment of certain benefits through a federally chartered corporation, known as the [Pension Benefit Guaranty Corporation Home Page | Pension Benefit Guaranty Corporation \(pbgc.gov\)](#).

GET THE FACTS NOW

If you have questions about your rights and responsibilities under HIPAA, *COBRA*, *ERISA* or the Affordable Care Act contact: Department of Labor's Employee Benefits Security Administration, (866) 444-3272, San Francisco Regional Office at (415) 625-2481

Jurisdiction: Alaska, Northern California, Idaho, Nevada, Oregon, Utah, and Washington.

Visit the Employee Benefits Security Administration website: [EBSA | U.S. Department of Labor \(dol.gov\)](#)

For questions on your benefits visit: [EBSA | U.S. Department of Labor \(dol.gov\)](#)