

## WORKFORCE SERVICES

sdjobs.org

## ONE-STOP SERVICES

This document outlines the services offered by DLR and our partner programs; please review the list on the next page. If any of these services interest you or if you would like more information about specific programs, please let your DLR representative know.

### ACKNOWLEDGEMENT

By signing below, you acknowledge receipt of the One-Stop Services List [Form 3.2](#) in DLR WIOA Section 10.

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# ONE-STOP SERVICES

One-Stop services bring together multiple agencies for a customer-focused network to streamline access to the services that improve long-term employment outcomes for individuals. Job Services through the Department of Labor and Regulation and Partner Services are integrated but separately funded and administered. For additional information about Job Services, contact a [Job Service office](#).

## JOB SERVICES

### Assessments and Employment Plan

Identify employment goals and create a plan of action with assistance from an Employment Specialist.

### Job Search Assistance

Select one or more and **add** to your employment plan.

#### SDWORKS

[Job search database](#)

#### Virtual workshop

[Job Search with SDWORKS: Unlocking Opportunities](#)

#### Hiring events

[Virtual job fairs](#)  
 [In-person events](#)

#### Alison eLearning courses

[Introduction to Job Search Skills](#)  
 [Effective Job Search Strategies](#)

### Application Preparation

Select one or more and **add** to your employment plan.

#### Big Interview

[Resume eLearning lessons](#)  
 [Resume builder](#)  
 [Resume review](#)

#### Virtual workshop

[Resume, Cover Letters, and Applications: Career Toolkit](#)

#### Application template

[Master Application](#)

## Interview Preparation

Select one or more and **add** to your employment plan.

### Big Interview

- [Interview eLearning lessons](#)
- [Mock interview](#)

### Virtual workshop

- [Interviews and Retention: Professional Power-Up](#)

### Alison eLearning courses

- [Complete Job Interview Skills Guide](#)
- [How to Be Successful in Job Interviews](#)

## Career Exploration

Select one or more and **add** to your employment plan.

### O\*NET OnLine

- [My Next Move Interest Profiler](#)

### Virtual workshop

- [My Next Move: Career Exploration](#)

### Business connections

- [Informational Interviews](#)

### CareerOneStop

- [Skills Matcher](#)
- [Values Matcher](#)
- [Career Videos](#)

### Alison eLearning courses

- [Choosing a Career Based on Passion](#)
- [How to Launch a Successful Career](#)
- [Explore Jobs and Industries](#)

### Labor Market Information

- [Labor Market Information Center](#)
- [Labor Market Career Interest Research](#)

## Foundational Workplace Skills

Select one or more and **add** to your employment plan.

### WorkKeys Curriculum eLearning courses

- [Applied Math](#)
- [Graphic Literacy](#)
- [Workplace Documents](#)

### ACT Job Profiles

- [Database](#)

### Adult Education and Literacy (AEL)

- [AEL Providers](#)

## Communication

Select one or more and **add** to your employment plan.

### WorkKeys Curriculum eLearning courses

- [Business Writing](#)
- [Customer Service](#)
- [Interpersonal and Business Communication](#)
- [Teamwork](#)

### Alison eLearning courses

- [Effective Communication in the Workplace](#)
- [Communication Fundamentals](#)

## Conflict Resolution

Select one or more and **add** to your employment plan.

### WorkKeys Curriculum eLearning courses

- [Customer Service](#)
- [Problem Solving and Critical Thinking](#)
- [Workplace Observation](#)

### Alison eLearning courses

- [Effective Customer Service Skills](#)
- [How to Deal with a Rude or Angry Customer](#)

## Digital Literacy

Select one or more and **add** to your employment plan.

### Alison eLearning courses

- [Beginners Guide to Microsoft Word](#)
- [Microsoft Excel Essentials](#)
- [Learning Microsoft PowerPoint](#)
- [Microsoft Teams Essentials](#)

## Financial Literacy

Select one or more and **add** to your employment plan.

### Virtual workshops

- [Banking Basics](#)
- [Spending Plans for the Budget Savvy](#)
- [Credit Basics](#)
- [Insurance 101](#)
- [Supermarket Survival](#)
- [Student Loans/Financial Aid](#)
- [Student Loan Bootcamp](#)
- [Ready to Rent](#)
- [Credit when Credit is Due](#)

### WorkKeys Curriculum eLearning course

- [Financial Awareness](#)

### Alison eLearning courses

- [Basics of Debt Management](#)
- [Introduction to Personal Finance and Credit](#)
- [How to Take Control of Your Finances](#)
- [Financial Wellness: Cash Flow Management](#)
- [Introduction to Personal Finance and Wealth](#)

## Time Management

Select one or more and **add** to your employment plan.

### WorkKeys Curriculum eLearning course

- [Work Discipline](#)

### Alison eLearning courses

- [Introduction to Time Management](#)
- [Beginner's Guide to Time Management](#)
- [Organization Masterclass](#)

## Work Ethics

Select one or more and **add** to your employment plan.

### Bring Your 'A' Game virtual workshops

- [Attendance](#)
- [Appearance](#)
- [Attitude](#)
- [Ambition](#)
- [Accountability](#)
- [Acceptance](#)
- [Appreciation](#)

### Bring Your 'A' Game Anywhere eLearning course

- [Attendance, Appearance, Attitude, Ambition, Accountability, Acceptance, Appreciation](#)

## Direct linkage to Partner Services

Direct connection at One-Stop Centers, within a reasonable time, by phone or through a real-time web-based communication to a program staff member who can provide program information or services to individuals. Direct linkage **cannot** exclusively be providing a phone number, website, or information such as a pamphlet.

[211 and 988 Helpline Center](#)

Community and mental health resources.

[Adult Education and Literacy](#)

Basic skills education for adults such as reading, writing, numeracy, English language competency, problem-solving, health literacy, digital literacy, and family literacy.

[Career and Technical Education](#)

Postsecondary education that combines academic and technical skills to reach career goals.

[Career Learning Center of the Black Hills](#)

[Cornerstones Career Learning Center](#)

[Hovland Learning Center](#)

[Lutheran Social Services](#)

[Economic Assistance](#)

Childcare, energy, medical, nutritional, and financial assistance.

[DSS Economic Assistance](#)

[Housing and Urban Development](#)

Quality, affordable housing assistance.

[Sioux Falls Housing Commission](#)

[Job Corps](#)

Career training and education for low-income individuals, age 16-24.

[Boxelder Job Corps](#)

[National Farmworker Jobs Program](#)

Education, training, and job opportunities in agriculture or related fields for individuals with farming or ranching backgrounds.

[National Farmworkers Jobs Program](#)

[Native American Programs](#)

Academic, occupational, and literacy skills that align with community goals and regulatory standards while respecting traditional cultural values of target communities.

[Vocational Rehabilitation](#)

Services for individuals with disabilities to attain and retain employment.

[DHS Vocational Rehabilitation](#)

[DHS Service to the Blind and Visually Impaired](#)

## PARTNER SERVICES

| 211 and 988 Helpline Center   |   |
|---|---|
| <p>Contact <a href="#">211</a> or <a href="#">988</a> for program information and services.</p>   |   |
| <p><b>Community Resources</b></p> <ul style="list-style-type: none"> <li>Clothing and Hygiene, Education, Employment, Family and Parenting, Financial Assistance, Food, Health Care, Housing and Shelter, Legal, and Transportation.</li> </ul>                     | <p><b>Mental Health and Crisis Resources</b></p> <ul style="list-style-type: none"> <li>Crisis, Disaster Response, Mental Health, Substance Use, Suicide Prevention, and Support Groups.</li> </ul>   |
| Adult Education and Literacy <span style="float: right;"><i>Title II</i></span>   |   |
| <p>Contact an <a href="#">AEL Provider</a> for program information and services.</p>  |   |
| <p><b>Basic Skills Assessments</b></p> <ul style="list-style-type: none"> <li>Tests of Adult Basic Education (TABE), BEST Plus (an oral/aural exam for English language learners), BEST Literacy (a reading/writing exam for English language learners).</li> </ul> | <p><b>English Language Acquisition</b></p> <ul style="list-style-type: none"> <li>Support for English language learners in reading, writing, speaking, and comprehension skills in English, aiding in obtaining a diploma, transitioning to education or training, and finding employment.</li> </ul> |
| <p><b>Family Literacy</b></p> <ul style="list-style-type: none"> <li>Reading and writing skill development to support families.</li> </ul>  | <p><b>GED® preparation</b></p> <ul style="list-style-type: none"> <li>Preparation for General Educational Development (GED) exams in Math, Language Arts, Science, &amp; Social Studies.</li> </ul>   |
| <p><b>Integrated Education &amp; Training</b></p> <ul style="list-style-type: none"> <li>Educational activities alongside workforce preparation and training for specific occupations or occupational clusters.</li> </ul>  | <p><b>Integrated English Literacy &amp; Civics</b></p> <ul style="list-style-type: none"> <li>Education services for adult English language learners to achieve proficiency in English and acquire the essential skills to function effectively in the United States.</li> </ul>                      |
| <p><b>Literacy &amp; Numeracy</b></p> <ul style="list-style-type: none"> <li>English, computing, problem-solving, and communication skills needed for education, work, family, and society.</li> </ul>  | <p><b>Workforce Preparation</b></p> <ul style="list-style-type: none"> <li>Training in basic academic skills, critical thinking, digital literacy, and self-management for resource and information use, teamwork, system understanding, and skills for postsecondary success.</li> </ul>             |

## Career and Technical Education

Contact [Career and Technical Education](#) for program information and services.

### Advanced Technical Training *through Corporate Education*

- CDL training and other short-term courses through Corporate Education Centers.

### Americans with Disabilities Act Accommodations

- Accommodations to assist in the completion of a training program.

### Career Counseling / Job Search Assistance

- Personalized or group career counseling in making career decisions, job search strategies, resume writing, and interview coaching.

### Community Resources

- Community resources for post-secondary students to support training program completion.

### Credit by Exam Opportunities

- Opportunities for students to shorten training programs.

### Ed2Go

- Over 200 six-week online courses available in technology, certification prep, writing, personal enrichment, entrepreneurship, languages, test prep, legal studies, and medical subjects.

### Enrolled Student Tutoring

- Tutoring services in specific academic areas.

### Job Fairs

- Events to connect students and job seekers with employers.

### Scholarships

- Assistance in paying for training programs linked to employment.

### Success Coaching

- Support throughout academic or training journey.

### Technical Skills Training Programs

- Certificates, diplomas, and Associate of Applied Science degrees for in-demand careers.

### Testing & Certification Center

- Certification testing to enhance student employability.

### Time Management & Study Skills Training

- Workshops covering essential topics for success in higher education.

### Veterans' Textbook Assistance Program & The NAHA Funds

- Assistance in getting the resources needed to be successful.

### Workforce Recruitment Program

- Pairing of eligible students with sponsoring companies who cover part or all tuition and fees when student commits to working for the company after graduation.



## Economic Assistance

Contact [Department of Social Services](#) for program information and services.

### Child Care Assistance

- Assistance for low-income families while working, attending school, or both.

### Energy Assistance

- Assistance for low-income individuals for home heating costs and high cost of energy by making homes more energy efficient.

### Medicaid

- Health coverage for individuals who meet certain eligibility standards.

### Supplemental Nutrition Assistance Program (SNAP)

- Assistance for low-income individuals for food needed to stay healthy while working to regain financial independence.

### Temporary Assistance for Needy Families (TANF)

- Temporary assistance to build economic self-sufficiency for children and families.

## Housing and Urban Development

Contact [Housing and Urban Development](#) for program information and services.

### Housing Choice Voucher *(formerly referred to as Section 8 Vouchers)*

- Vouchers, issued by Public Housing Agencies (PHAs), for low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing. PHAs often have long waiting lists for this assistance.

### Project Based Assistance

- Rental aid linked to specific projects, which require families to apply directly at the assisted project.

### Public Housing

- Housing units with reduced rent. Individuals or families should contact local Public Housing Agency (PHA) to apply.

### Subsidized Housing

- Household covers 30% of adjusted gross income for rent, while the remaining rent is subsidized.

## Job Corps

Contact a [Job Corps Center](#) for program information and services.

### Career Assessment

- Collaboration with counselor to choose career training that aligns with career objectives and interests.

### Career Success Standards

- Counseling on workplace relationships, ethics, communication, and personal growth for lasting workplace success.

### Career and Technical Training

- Training in growing industry sectors including construction/manufacturing, carpentry, electrical work, welding, hospitality, culinary arts, medical services, and CNA.

### Education

- GED program enrollment or high school diploma program enrollment for students up to age 24 at Box Elder Job Corps with Lead/Deadwood School District.

### English Language Learner Program

- English proficiency enhancement to improve communication skills.

### Literacy & Numeracy

- Reading and math proficiency enhancement for workforce success.

### Work-Based Learning

- On-the-job training through partnerships with employers.

## National Farmworker Jobs Program

Contact [National Farmworker Jobs Program](#) for program information and services.

### Customized Skills Training

- Skills training with the potential for employment and/or promotion in high-demand, high-wage jobs.

### English as a Second Language

- Study of English conversation, reading, writing, community, culture, and citizenship.

### GED® Preparation

- Preparation for GED® exams in math, language arts, social studies, and science.

### Literacy/Adult Basic Education

- Reading, math and writing skill development for better employment or postsecondary training.

### On-the-Job-Training

- Hands-on training with experienced workers and potential for employment.

### Postsecondary Technical Education

- Financial support for two years of training at a South Dakota Technical Institute or University.

## Native American Programs

**Contact** Tribe for specific program information and services.

[Cheyenne River Sioux Tribe](#)

[Lower Brule Sioux Tribe](#)

[Oglala Sioux Tribe](#)

[Rosebud Sioux Tribe](#)

[Sisseton-Wahpeton Oyate Sioux Tribe](#)

[Yankton Sioux Tribe](#)

## Vocational Rehabilitation Department of Human Services

*Title IV*

**Contact** a [Vocational Rehabilitation office](#) for program information and services.

### Assistive Technology

- Technology for work tasks, assistive devices, and training for effective use.

### Benefits Specialist Services

- Review of SSA benefits for Social Security beneficiaries and guidance on how earnings affect benefits.

### Employment Situational Assessments

- Job evaluation by performing actual job tasks to identify strengths and weaknesses, aiding in vocational planning and training.

### Job Coaching Services

- Personalized on-site training to help individuals learn job tasks after securing employment.

### Job Placement Services

- Assistance in preparing for or finding employment.

### Paid Work Experiences

- 250 hours of paid work experience, offering valuable career exposure.

### Post-Employment Services

- Extra support for those struggling to maintain employment.

### Supported Employment Services

- Intensive support for those needing ongoing employment support.

### Transition Services

- Assistance for students transitioning to pre-employment training.

### Vocational or other Post-Secondary Training Services

- Financial assistance for specific vocational training or degrees based on approved employment goals and financial need guidelines.

### Vocational Rehabilitation Counseling

- Assistance in understanding disabilities' impact on workability with job exploration counseling and post-secondary education guidance to prepare for and secure employment.