Enrollment Checklist

Thank you for your interest in the Dislocated Worker Program. The following checklist outlines all documents required for enrollment. Once your documents have been received, a member of our team will reach out to you within 5-7 business days. If you have any questions or need any additional information, please don't hesitate to reach out.

Application Checklist

SUBMIT ALL OF THE FOLLOWING DOCUMENTS:

🕮 Dislocated Worker Application-Completed and Signed
- Electronic Application
  -OR-
- Printed Application

🕮 Verification of Identity: Copy of your Driver's License -OR- Minnesota State ID.

🕮 Verification of Social Security Number: Acceptable documents for verifying the
- Social Security Number include:
- Social Security Card -OR- W-2 (must be full SSN)
- Passport

🕮 Documentation of your employment separation - Submit one of the following:
- Letter of Separation from Employer
  -OR-
- Payment Page from Unemployment Insurance
  - o To print Unemployment information – If you are receiving unemployment insurance:
    - ▪ Log into your online unemployment insurance account (www.uimn.org)
    - ▪ Click on "View and Maintain My Account"
    - ▪ On that page towards the bottom click on "search" leaving all dates as is and this will get you a list of all payments you have received so far
    - ▪ Print this document
- -OR-
- Determination of Ineligibility Page – to demonstrate you have filed a claim but are currently receiving severance.
  - o To print Unemployment Information – If you are receiving severance AND you have filed a claim for unemployment insurance benefits, but are not yet receiving UI benefits:
    - ▪ Log into your on-line unemployment insurance account (www.uimn.org)
    - ▪ Click on "View and Maintain My Account"
    - ▪ Click on "Determination and Issue Summary"
    - ▪ Click on "the actual number" under the Issue Identification Number
    - ▪ Click on "view" Determination of Eligibility
    - ▪ Print this document

How to submit enrollment documents

Minnesota Teamsters Service Bureau
3001 University Ave SE STE 307
Minneapolis, MN 55414

A postage paid return envelope can be sent upon request. Please call 612-676-3700 to request an envelope.

Documents may be dropped off at either of our two offices.

Minneapolis Office: 3001 University Ave SE, STE 307, Minneapolis, MN 55414

Please note, this is a secure location. To access this office, please call the main office at 612-676-3700 to set up a time.

Blaine Office: 9422 Ulysses St NE, Blaine, MN 55434
Please call the main office line 612-676-3700 to schedule at time to drop off paperwork

This sheet covers instructions on how to submit your enrollment documents to our secure electronic file sharing system. Please do not send sensitive information via email.

Document Upload: Step by step

Visit https://mntsb.leapfile.net Click on '*Secure Upload'*

Enter your Name and Email and click "Continue"

A 6-digit code will be sent to your email. Enter that code and Click "Verify"

SECURE UPLOAD

Email Verification Required

Enter the 6-digit code sent to ████████████████

Verify   Resend Code

Enter **_Lillian@mntsb.org_** in the Recipient Email field

Enter the email of the recipient for this transfer

Recipient Email

Enter Subject Line and Message. Click "Select files and folders to send (Max 4GB)"

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

*Subject

*Message/Description/Instructions

Select delivery options

☐ **Notify me when the files have been downloaded.**

Select files to send (Max 2GB)   Select files and folders to send (Max 4GB)

Drag and Drop files or click on "Choose Files" to select files. Once uploaded, click "Send"

SECURE UPLOAD

Choose files

Send

*Drag files from your desktop on to the drop zone and hit send to upload.

*Note: Drag and drop Not supported in all browsers, use "Choose Files" to select and add manually