

## WEP Work Host Benefits

A WEP experience can provide a WEP work host with:

- ◆ The opportunity to evaluate and consider the WEP participant for possible employment;
- ◆ A chance to help an individual shift from public assistance to independence;
- ◆ A chance to help your community by helping to support the New Hampshire Employment Program; and
- ◆ Additional benefits for you, the WEP work host, when you hire a WEP participant. Ask your CJS for more information about these other benefits.

## Do You Need More Information?

- ◆ Contact the CJS whose business card is attached to this brochure;
- ◆ Call an NHEP Workplace Success (WPS) Career Center (phone numbers listed); or
- ◆ Visit [www.dhhs.nh.gov/dfa/business/wep.htm](http://www.dhhs.nh.gov/dfa/business/wep.htm)



## NHEP WPS Career Center

**Berlin: (603) 752-3500**

53A Main Street, Suite 1, Berlin, NH 03570

**Claremont: (603) 542-6236**

6 Kinney Place, Claremont, NH 03743

**Concord: (603) 223-2305**

2 Industrial Park Drive, Building 2  
PO Box 1016, Concord, NH 03302

**Derry: (603) 216-8860**

9 Crystal Ave. Derry, NH 03038

**Keene: (603)-357-1822**

63 Community Way, Keene, NH 03431

**Laconia: (603) 524-4367**

121 Belmont Rd. Laconia, NH 03246

**Littleton: (603) 444-2011**

262 Cottage Street, Suite 127, Littleton, NH 03561

**Manchester: (603) 668-3148**

60 Rogers Street, Unit 201, Manchester, NH 03103

**Nashua: (603) 889-0531**

18 Technology Way, Nashua, NH 03060

**Portsmouth: (603) 430-4910**

4 Cutts Street, Portsmouth, NH 03801

**Rochester: (603) 994-0130**

150 Wakefield Street, Suite 11,  
Rochester, NH 03867

**Tamworth: (603)323-7321**

448 White Mtn. Hwy, Tamworth, NH 03886

**TTY/TTD Access: Relay NH**

**1-800-735-2964 or 711**

## New Hampshire Employment Program

[www.dhhs.nh.gov/dfa/business](http://www.dhhs.nh.gov/dfa/business)

# The Work Experience Program 'WEP'



Sponsored by the

New Hampshire  
Employment Program

NH Community Action Agencies

New Hampshire Department of  
Health and Human Services



# Work Experience Program - WEP

## What is WEP?

The Work Experience Program (WEP) offers work experience opportunities to individuals who are receiving financial assistance from the state. By becoming a WEP work host, non-profit organizations, community agencies, or businesses can provide work experience to WEP participants who are looking to develop new skills. WEP participants are provided an opportunity to gain the experience needed for a successful transition to paid employment.

As a WEP work host, your organization can provide an individual with experience needed to get a job while at the same time easing your own staff's workload. A WEP participant can also provide you with an opportunity to observe, first hand, a worker's skills for consideration for a future paid position.



COURTESY WALLACE STATE COMMUNITY COLLEGE

## How Does WEP Work?

Becoming a WEP work host is an easy process with minimal paperwork. You simply meet with a Community Job Specialist (CJS) to develop a description of duties for one or more positions. Screened candidates will be referred to you for an interview. WEP assignments typically run for 16 weeks, but can be extended. During the WEP experience, the WEP work host pays no wages, although you may, at any time, hire the WEP participant as a paid employee. The CJS is available to assist you at any point in the process.



## Do WEP Participants Have Health Insurance and Workers' Comp Coverage?

Yes. Health insurance is provided through Medicaid and Workers' Compensation coverage is provided through the New Hampshire Department of Health and Human Services. We can provide you with a fact sheet that explains how to claim this coverage.

## What is Expected of a WEP Work Host?

The WEP work host is expected to provide a safe, supervised, and structured work situation. The WEP experience should include skill building activities for the WEP participant, work activities, and work expectations. These work expectations should include: who to report to, what to do if the WEP participant has questions about the work tasks, rules and regulations, what specifically is expected to do the job successfully, and any other information that you believe will help the WEP participant adjust to your workplace. As much as possible, your work expectations of a WEP participant should resemble those that you have for your paid employees.

WEP work hosts are also asked to sign an agreement, verify attendance, evaluate the WEP participant at the end of the WEP experience, and notify the CJS if the WEP participant is not participating in accordance with the agreement.

