



# Programs & Services

## JOBSEEKER RESOURCES

### DLT Career Centers

- Resume assistance
- Information on job training programs
- One-on-one career coaching

These resources can be accessed virtually on the Back to Work RI website, [backtoworkri.com](http://backtoworkri.com).

To get started, visit [dlt.ri.gov/individuals/career-centers](http://dlt.ri.gov/individuals/career-centers)

### DLT Career Center Locations:

- **Providence:**
  - 50 Sims Ave, Providence, RI 02909
  - Bus #: 92 (from Kennedy Plaza)
- **West Warwick:**
  - 1330 Main Street, West Warwick, RI 02893
  - Bus #: 12x, 21, 30, 66 (from Kennedy Plaza)
  - (401) 462-4100
- **Woonsocket**
  - 219 Pond St., Woonsocket, RI 02895
  - Bus #: 54 & 59x (from Kennedy Plaza)
  - (401) 235-1201



Back To Work RI Site



## EMPLOYEE RESOURCES

### Paid Sick and Safe Leave

Most employees have the legal right to take time off from work to care for themselves when they

- are too sick to work or injured
- have routine medical appointments
- need to deal with the impact of domestic violence, sexual assault, or stalking
- need to assist a child, spouse, domestic partner, or another household member for the same purposes.

**If you believe an employer has violated the right to use of sick and safe leave of an employee, they should file a complaint with the Department of Labor and Training.**

• **Sick leave information:**  
[dlt.ri.gov/regulation-and-safety/labor-standards/paid-sick-and-safe-leave/](http://dlt.ri.gov/regulation-and-safety/labor-standards/paid-sick-and-safe-leave/)

• **Wage complaint form:**  
[dlt.ri.gov/regulation-and-safety/labor-standards/wage-complaints](http://dlt.ri.gov/regulation-and-safety/labor-standards/wage-complaints)



### Need help?

Contact Labor Standards by emailing [DLT.LaborStandards@dlt.ri.gov](mailto:DLT.LaborStandards@dlt.ri.gov) or calling (401) 462-8550

### Non-payment of Wages

**If an employer does not pay the wages owed, your client should file a complaint with the Department of Labor and Training.**

Examples of non-payment of wages include not receiving a final paycheck, paying under the minimum wage, not receiving Sunday or holiday premium pay, or being improperly paid for overtime.

**Wage complaint form:** [dlt.ri.gov/documents/pdf/ls/LScomplaintform.pdf](http://dlt.ri.gov/documents/pdf/ls/LScomplaintform.pdf)





# Programs & Services

## EMPLOYEE RESOURCES

### Workers' Compensation

If a client is injured or becomes ill due to their work, they **must report their injury to their employer's workers' compensation designee or human resource department.**

- The employer must file a claim with their workers' compensation insurance carrier, who will then determine if the injury is work-related and if the employee is eligible for workers' compensation.

### To report an employer that you believe does not have Workers' Compensation Insurance

- Call: (401) 462-8100
- **For Spanish: (401) 462-8555**
- Email: [dlt.wcfraud@dlt.ri.gov](mailto:dlt.wcfraud@dlt.ri.gov)

### Temporary Disability Insurance (TDI) /Temporary Caregiver Insurance (TCI)

**TDI** provides benefits to Rhode Island workers who are out of work due to non-work-related temporary illness or injury.

**TCI** provides eligible claimants **up to 6 weeks** of caregiver benefits to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law, or grandparent, or to bond with a newborn child, newly adopted child, or new foster-care child.

- **File a claim:** [dltweb.dlt.ri.gov/TDIReserve](http://dltweb.dlt.ri.gov/TDIReserve)
- **Contact** TDI/TCI by emailing [DLT.TDI@dlt.ri.gov](mailto:DLT.TDI@dlt.ri.gov) or calling (401) 462-8420

### Need help with a UI Claim?

Complete our UI Help form so you can be contacted about your client's claim and receive the support you need.



UI Help Form

### Unemployment Insurance

If your client becomes partially or completely unemployed **through no fault of their own or has been laid off from their job**, they may be eligible for unemployment insurance.

- **File a claim:** [uionline.dlt.ri.gov](http://uionline.dlt.ri.gov)
- **Certify for their weekly payment:** [uionline.dlt.ri.gov](http://uionline.dlt.ri.gov)
- **Call:** (401) 415-6772



If there are concerns with their claim, they may need to go through an adjudication/mediation process to determine their eligibility. **You have the right to appeal if you are denied benefits.**

For more information on adjudication and appeals, please see our frequently asked questions page: [bit.ly/DLT-Appeals](http://bit.ly/DLT-Appeals)



UI FAQs

**For language support, email:**  
[dlt.languagehelp@dlt.ri.gov](mailto:dlt.languagehelp@dlt.ri.gov)



# Programs & Services

## EMPLOYER RESOURCES

### Workforce Needs

DLT is here to assist RI businesses with all of their workforce needs. If you need help with **recruitment, employer tax credits, or preparing for a layoff**, DLT can help.

- **Email us if you'd like us to Host a Job Fair for you:** [DLT.JobFairs@dlt.ri.gov](mailto:DLT.JobFairs@dlt.ri.gov)
- For questions about resources for employers, please contact [dlt.esu@dlt.ri.gov](mailto:dlt.esu@dlt.ri.gov).

### Rapid Response

- Email This program supports employers to overcome fears of permanent layoffs.
- A special team of reemployment experts will visit your place of business to assist with the transition of your dislocated workers.
- To learn more, visit our site: [dlt.ri.gov/employersresource-new/rapid-response](https://dlt.ri.gov/employersresource-new/rapid-response)



### WorkShare

- To potentially avoid layoffs, employers can take advantage of the WorkShare program.
- Employers can retain skilled workers during slow seasons by reducing work hours.
- To learn more, visit our site: [dlt.ri.gov/employers/workshare](https://dlt.ri.gov/employers/workshare)



### Apprenticeship Programs

- Employer-designed and led training and employment programs that let you **“earn while you learn”** on the job.
- Registered Apprenticeships offer job seekers immediate employment that offers advancement along a career path and a nationally-recognized credential.

To find out more about apprenticeship opportunities, visit [dlt.ri.gov/apprenticeship](https://dlt.ri.gov/apprenticeship) or [apprenticeshipri.org](https://apprenticeshipri.org).



### Employer Tax

- Provides and accounts for the funding needed to pay Unemployment Insurance benefits to eligible jobless workers, and Temporary Disability Insurance benefits to eligible workers idled by non-work-related injury or illness.
- The Employer Tax Unit processes all Quarterly Tax and Wage Reports and accompanying tax payments, submitted by Rhode Island employers for Employment Security, Job Development Fund, Reemployment Fund, and Temporary Disability Insurance taxes.
  - **To Register your Business, visit:** [www.ri.gov/taxation/BAR](https://www.ri.gov/taxation/BAR)
  - **Online Tax Reporting:** [dlt.ri.gov/employers/employer-tax-unit/online-tax-reporting](https://dlt.ri.gov/employers/employer-tax-unit/online-tax-reporting)
  - **Tax Forms:** [dlt.ri.gov/employers/employer-tax-unit/tax-forms](https://dlt.ri.gov/employers/employer-tax-unit/tax-forms)



**DLT is here to help.**