

The Individual Career
Advancement Network (ICAN)
and 3SquaresVT

**work
ing
for you**



Definitions

3SquaresVT

A program that helps you buy food at local stores, co-ops and farmer's markets with an Electronic Benefits Card (EBT). Benefits are added to your card monthly and stay on it for a year unless used.

ICAN

(Individual Career Advancement Network)

A network that helps you gain job skills, access certification training, create resumes, find leads and more as you get ready for the right job.

VT Department of Labor Career Resource Centers

Regional centers with access to computers, the internet, job listings and support from ICAN.

Work Requirements

Steps some participants must take to maintain 3SquaresVT benefits including work, training for work or volunteering.

ICAN & 3SquaresVT

Two great programs for helping Vermonters when they need it most. Together, they can help you change your life.

Getting started with ICAN is easy.

Just call or visit a Department of Labor Career Resource Center to start gaining:

- Job skills
- Experience
- Training
- Education
- Certifications
- Financial assistance
(to repay participation costs)
- Self confidence

If you have work requirements, participating in ICAN could help you keep your 3SquaresVT benefits.





*It put me in a
place where
I could advocate
for myself.*

Linda

Everyone can benefit from ICAN

- Vermonters get support to find the right job
- Employers find much-needed workers
- Money goes into local economy
- Family futures change for the better

First steps



- 1 Visit your regional resource center
- 2 Attend an orientation
- 3 Talk with an employment coordinator about your needs and goals
- 4 Discuss your work requirements and the different ways you can meet them

to a big step

ICAN and your employment coordinator have tools to help you step into a new career including:

- ✓ Conducting job searches
- ✓ Connecting to employers who are hiring
- ✓ Learning how to achieve industry certifications
- ✓ Using the internet, printers & copiers for job prep
- ✓ Learning job-landing skills like resumé writing & interviewing
- ✓ Gaining work experience
- ✓ Getting support from partners at Vocational Rehabilitation and Vermont Association of Business Industry and Rehabilitation

Two ways to meet work requirements

(if you need them)

Work on yourself. Spend 80 hours a month working, looking for work or gaining job skills.

These hours can be a combination of:

- Participating in ICAN
- Working at a job

Work for others. Volunteering your time at an approved non-profit organization is another way to meet work requirements. Talk to your employment coordinator for details.

ICAN worksheet



To start

- Bring the ICAN Work Registration Form to your career resource center
- Attend a short orientation
- Meet with an employment coordinator

Monthly

- Work, do work training or volunteer time
- Check in with your employment coordinator

You don't need to use ICAN to meet work requirements, but the added benefits can help you get ready for and find a life-changing job.

Extra time

You have three months (out of every three years receiving 3SquaresVT benefits) where you don't need to meet work requirements.

An employment coordinator can tell you how many you have left.



*Now I feel that
my life has
turned around.*
Jackson

Regional Resource Centers

Get started on the path to a new job today at your local Career Resource Center.

Barre

McFarland Office Building, Suite 200, 5 Perry Street

Bennington

200 Veteran's Memorial Drive, Suite 2

Brattleboro

The Marlboro College Graduate Center, Suite 212,
28 Vernon Steet

Burlington

63 Pearl Street

Middlebury

1590 Route 7 South, Suite 5

Morrisville

197 Harrel Street

Newport

Emory E. Heard State Office Building, Suite 210,
100 Main Street

Rutland

Asa Bloomer Building, Suite 200,
88 Merchants Row

Springfield

56 Main Street, Suite 101

St. Albans

27 Federal Street, Suite 100

St. Johnsbury

1197 Main Street, Suite 1

White River Junction

118 Prospect Street, Suite 302



DEPARTMENT OF LABOR

DEPARTMENT FOR CHILDREN & FAMILIES

For questions, Call DCF's Economic Services Division at 1-800-479-6151 or visit your local office (dcf.vermont.gov/esd/contact-us/districts).

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