

Dear Sir or Madam,

You are now a client of the local government pilot on employment (kuntakokeilu) of the Hämeenlinna region.

From now on, the Hämeenlinna region's local government pilot on employment will help you with matters related to employment and available services instead of the TE Office. The employment pilot will last from 1 March 2021 to 30 June 2023. You become a client of the employment pilot automatically, which means that you do not need to contact either your municipality or TE Office for that reason.

Who can I contact if I need help?

You will have your **personal expert** who will help you with matters related to job search and your unemployment services. You can contact your personal expert by submitting a contact request in the **e-services**, by visiting a service point in your municipality (opening hours of the service points are available on the city website), by calling or leaving a message for your personal expert.

Which services are available in the local government pilot on employment?

Among already existing services that promote employment are such ones as wage subsidies, job search and career coaching, labour market training, work try-outs and a jobseeker's independent studying supported by unemployment benefit. Integration services are also available in our area in accordance with the Act on the Promotion of Immigrant Integration. In addition to these, the Hämeenlinna region offers short-term services such as job search intensive trainings, vouchers to support employment, debt counselling and various services tailored to support well-being, which are available alongside other employment services.

If you are interested in one of the services, contact your personal expert for more information.

Will an employment plan be prepared in the local government pilot on employment?

An employment plan or any other plans will also be prepared and updated with you during the local government pilot on employment. The already existing plans by TE-services continue to be in force after your transfer to the local government pilot on employment.

Who is responsible for my services now: the local government pilot on employment or the TE Office?

The pilot is responsible for your services instead of the TE Office. However, TE Office continues to manage interviews and selections in labour market training as well as some tasks related to unemployment benefits. In the pilot, you can use the **e-services** at te-palvelut.fi as well as the **nationwide TE telephone services**. If you cannot return a document through the e-services, you can send it by post to the service point address of your pilot area.

CHECKLIST FOR CLIENTS

- ✓ **Please notify** your personal expert of any changes in your situation (e.g. employment or study plans). You can report changes in the **e-services** or by contacting your personal expert directly.

- ✓ **Please remember** to do the tasks agreed upon in your plan and mark them as done in your **e-services** (www.te-palvelut.fi).
- ✓ **Please return** all forms you have been asked to fill in well in advance, preferably 10 working days the latest. You can return the forms either online through the e-services, or by contacting your municipality's service point.

CONTACT INFORMATION FOR THE HÄMEENLINNA REGION'S LOCAL GOVERNMENT PILOT ON EMPLOYMENT:

When you submit a contact request through the e-services (www.te-palvelut.fi), your personal expert will contact you within five (5) business days. You can also visit a service point in your municipality (opening hours available on the municipality's website); call the nationwide telephone numbers as well as call or leave a message at the service numbers below.

Postal address and opening hours of the service points of the local government pilot on employment:

Hämeenlinna region's local government pilot on employment (Mon-Fri 9-16)

Pööli, Asemanranta

Vanainkatu 1,
13200 HÄMEENLINNA

Municipalities' own service points:

Service point of Hattula's local government pilot on employment

Kauppatie 3, 13720 Parola

+ 358 50 515 0056 (call times Mon-Thu 9-15, contact requests also via WhatsApp and Text message)

e-mail: kuntakokeilu@hattula.fi

Opening hours of the Hattula service point can be found on the municipality's website.

Service points of Hämeenlinna's local government pilot on employment

Ohjaamo Stage Hämeenlinna, services for individuals under 30

Turuntie 4, 13130 Hämeenlinna

+358 50 563 3804

e-mail: ohjaamo@hameenlinna.fi

Opening hours of the Ohjaamo Stage service point can be found on the city's website.

Pööli, Asemanranta, services for individuals over 30 (Mon-Fri 9-16)

Vanainkatu 1, 13200 Hämeenlinna

+358 3 621 3301

e-mail: tyollisyystiimi@hameenlinna.fi

Main service point of Janakkala's local government pilot on employment

Haltiantie 8, 14200 Turenki

+358 50 4393 508

e-mail: tyollisyyspalvelut@janakkala.fi

Opening hours of the Turenki and Tervakoski service points can be found on the municipality's website.

Useful links:

www.hameenlinna.fi/kuntakokeilu Website of the Hämeenlinna region's local government pilot on employment which contains, for example, the contact details of the different municipalities.

www.myintegration.fi Multilingual website containing useful information on different subjects (FI, EN, RU, AR, SO).

www.kuntaliitto.fi/tyollisyyskokeilut Website of the local government pilot on employment.

www.te-palvelut.fi/te/en TE-Office website in English. You can leave a contact request, notification or changes in your status as a jobseeker through the e-services.

www.kela.fi/web/en/unemployment Information on unemployment benefits paid by Kela. Information on how to register and apply for the benefits

www.tyj.fi Information on how to apply for the unemployment benefits if you are a client of an unemployment fund.

Nationwide TE telephone services provide general advice Mon-Fri 9.00-16.15:

Telephone service for personal clients: in Finnish 0295 025 500, på svenska 0295 025 510, in English

0295 020 713, на русском языке 0295 020 715

Advice on unemployment benefits 0295 020 701

Education and training guidance 0295 020 702

Career Counselling (career counselling psychologist) 0295 020 720. Career Counselling Mon-Thu 12.00-16.00.