

**EMPLOYMENT SECURITY  
DIVISION**

Workforce Investment  
Support Services

500 E. Third Street  
Carson City, NV 89713  
775 684-0301 | 775 684-0327



**STEVE SISOLAK**  
Governor

**DR. TIFFANY G. TYLER-GARNER**  
Director

**KIMBERLY GAA**  
Administrator

March 19, 2020

Attention Nevada Businesses,

Due to the recent outbreak of COVID-19 (Coronavirus) JobConnect Offices are moving towards providing services in a digital capacity to reduce social interaction while still providing employment services for our clients. The attached is an updated Letter of Intent to Hire form for potential employees that are going to be hired by your company. We are asking for the signed and completed form to be emailed to the nearest JobConnect Office (e-mail addresses are listed below). A Career Enhancement Program (CEP) Representative will contact the potential employee at the telephone number provided to complete the CEP enrollment and issue the necessary voucher(s) for them to start work. Vouchers will be emailed to the potential employees for them to use. We thank you for your understanding during this time as we are working to provide continued services with minimal disruption to our clients and business.

American Job Center – Reno JobConnect: [jkclyne@detr.nv.gov](mailto:jkclyne@detr.nv.gov)

Carson City JobConnect: [jmcrawford@detr.nv.gov](mailto:jmcrawford@detr.nv.gov)

Elko JobConnect: [j-schifer@detr.nv.gov](mailto:j-schifer@detr.nv.gov)

Ely JobConnect: [cmhanner@detr.nv.gov](mailto:cmhanner@detr.nv.gov)

Fallon JobConnect: [amcase@detr.nv.gov](mailto:amcase@detr.nv.gov)

Henderson JobConnect: [aamartinez@detr.nv.gov](mailto:aamartinez@detr.nv.gov)

Lake Mead Outreach JobConnect: [jlturgiss@detr.nv.gov](mailto:jlturgiss@detr.nv.gov)

Las Vegas JobConnect (Maryland Parkway): [r-borja@detr.nv.gov](mailto:r-borja@detr.nv.gov)

North Las Vegas JobConnect: [naburton@detr.nv.gov](mailto:naburton@detr.nv.gov)

OneStop Career Center: [r-borja@detr.nv.gov](mailto:r-borja@detr.nv.gov)

Sparks JobConnect: [raramsey@detr.nv.gov](mailto:raramsey@detr.nv.gov)

Winnemucca JobConnect: [amcase@detr.nv.gov](mailto:amcase@detr.nv.gov)