



To Our Community Leaders and Partners:

The health and safety of our customers, employers and employees is of paramount importance. As such, we are taking the necessary, but temporary action of closing our doors to the public in an effort reduce the spread of COVID-19 in our community. This action applies to all offices in the region as shown below.

The American Job Centers (AJC) is also extremely sensitive to the fact that this is a very critical time for so many residents of our community who are being impacted by lay-off or job loss. We fully understand that many in our community will need access to our services for assistance with employment services, career coaching, referral to jobs and to file for unemployment claims. We will continue to have staff available by **phone** and **email**.

Further, because we understand the critical nature of your needs for assistance, effective Tuesday, March 24, 2020 we will temporarily extend our hours of availability to **7:00 a.m. – 7:00 p.m., Monday through Friday**. Residents with questions should reach out to one of the AJC locations by phone as listed below. It is anticipated that the phone lines could be very busy. If someone is not available to take your call immediately, please leave a message clearly stating your name, telephone number, the purpose of the call and when you will be available to receive a return call. Someone will return the call within 24 hours.

**American Job Center Locations and Phone Numbers**

|                                       |                               |                     |
|---------------------------------------|-------------------------------|---------------------|
| <b>In Shelby County (Memphis):</b>    | <b>155 Angelus Street</b>     | <b>901-707-8426</b> |
|                                       | <b>3040 Walnut Grove Road</b> | <b>901-543-7850</b> |
|                                       | <b>4240 Hickory Hill Road</b> | <b>901-365-3205</b> |
| <b>In Fayette County (Oakland):</b>   | <b>6250 Highway 64</b>        | <b>901-466-7656</b> |
| <b>In Tipton County (Covington):</b>  | <b>877-C Highway 51 North</b> | <b>901-313-9434</b> |
| <b>In Lauderdale County (Ripley):</b> | <b>301-C Lake Drive</b>       | <b>731-221-1012</b> |

Please encourage anyone who needs to file for unemployment benefits to apply via the State of TN website, [www.jobs4tn.gov](http://www.jobs4tn.gov). Attached is additional information regarding filing for Unemployment Insurance Benefits. Please share this information with your customers and constituents.

Additionally, we will continue to update our Partners regularly with current Hot Job postings and instructions for applying. We encourage you to share that information with your customers and constituents, as well.

We strongly value the support of our Community Leaders and Partners. Our desire is to offer you our full, unwavering support in this trying time. Please let me know if there is any way we can be of assistance.

Best regards,

Patricia A. Myers  
*Community Partner Coordinator*