

VEC CLAIMANT HANDBOOK

A GUIDE TO UNEMPLOYMENT BENEFITS



ABOUT THIS HANDBOOK

PURPOSE OF THE CLAIMANT HANDBOOK

This handbook provides important information about Unemployment Insurance (UI) [Benefits](#) as administered by the Virginia Employment Commission (VEC) (See the **Glossary** in [Appendix B](#) for definitions of all underlined terms.) You must read and understand the information in this document. If you do not understand or you have questions, please contact our agency for help.

CONTACT INFORMATION

There are many ways to contact us:



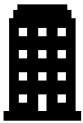
Go to our Website

Visit: www.vec.virginia.gov



Call Us at our Customer Contact Center

866-832-2363



Visit in Person

You may visit one of our local offices to review basic information about your claim; however, local staff are unable to make decisions or take direct actions on your claim. The local offices can assist you in understanding the unemployment process and navigating the system. They can also help you with re-employment services.

A listing of the Virginia Career Works Centers can be found online at

<https://www.vec.virginia.gov/vec-local-offices>.

LANGUAGE ASSISTANCE

Free language services are available to assist you if you do not speak English. For assistance in Spanish, please call 866-832-2363 and press 2, and for all other languages, press 3. This handbook is also available in other languages. If you are deaf, hard of hearing, or have a voice impairment, please contact us through Virginia Relay by dialing 711.

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OVERVIEW OF UNEMPLOYMENT INSURANCE (UI)

ABOUT THE UI PROGRAM

[UI](#) is a program designed to provide temporary income to workers who lost their job through no fault of their own – for example, due to a layoff, plant closure, or lack of available work. Benefits are not available to all workers. For example, workers who were fired from their job for [misconduct](#) cannot receive UI benefits.

Funding for the UI Program

Our state UI program is solely funded through federal and state taxes paid by employers. No money or tax is deducted from your paycheck to pay for UI benefits.

WE ARE HERE TO HELP YOU

The VEC is here to assist you through your time of unemployment. To make sure you are paid benefits in a timely manner, please help us by:

- Providing accurate and complete information
- Responding to requests for information right away
- Completing all requirements to maintain UI eligibility, as outlined in this handbook
- Keeping your contact information up to date

IMPORTANT

Change of Address or Phone Number

If you move or change your phone number, let us know as soon as possible. Failure to notify our agency of your current contact information may result in a delay in payment of benefits. The easiest way to update your address or phone number is by logging in to the customer self-service portal at [Claimant Self Service Logon \(virginia.gov\)](#).

If you are unable to use online services, you can send a request to update your contact information by mail to: **Virginia Employment Commission, P. O. Box 27887, Richmond, VA 23261-7887** or by fax to **804-786-6434**. Your request must include your name, Social Security Number or Claimant ID, old address/phone #, new address/phone #, signature, date, and legible copies of your photo ID and SS card. Even if you are no longer claiming benefits, you must notify the VEC of any address change within two (2) years of the date of your claim. This is important to be certain you receive any adjustment payments, tax statements, decisions, or other informational notices mailed to you.

For Fastest Service, Go Online

You can check the status of your claim, request information, and more through our safe and secure website. Visit <https://css.vec.virginia.gov/CSS/CSSLogon.htm>

If you need assistance with setting up an account, you can visit <https://www.vec.virginia.gov/css-tutorial> to view video tutorials. There is a video called "Create Account - New Claimant" for individuals who have never created an account or filed for UI. There is also a video called "Create Account - Existing Claimant" for individuals who have filed a claim but have never created an online account. Both videos are currently available in English and Spanish.

If you are not able to access online services, you can call our Customer Contact Center at 866-832-2363 Monday through Friday from 8:00 AM to 4:30 PM for assistance with filing your claim or checking the status of an existing claim.

ELIGIBILITY FOR UI BENEFITS

QUALIFYING FOR UI BENEFITS

It is important to file your claim when you become unemployed or when your work hours are reduced. The benefit period is not back-dated based on your unemployment date. Once your claim is filed, the VEC will review your [claim](#) to determine if you qualify for benefits. We look at these three criteria:



1. How much did you work in the 12-18 months before filing a claim?

You must have earned sufficient wages in the 12 to 18 months prior to filing a claim. If you did not earn enough wages, you will not be eligible for benefits.



2. Why are you no longer working for your past employer?

The reason you are no longer employed helps determine whether you can receive UI benefits. Below are some examples of [separation](#) reasons that may qualify or disqualify you from receiving benefits.

You may receive benefits if you:

- ✓ Were laid off or your hours were reduced because your employer did not have enough work for you
- ✓ Left your last job and can show it was for good cause related to the job (such as unsafe working conditions)
- ✓ Are unemployed because you or your child were a victim of domestic violence, stalking, or sexual assault

You may not receive benefits if you:

- ✗ Left your job for personal reasons unrelated to work
- ✗ Were fired for misconduct
- ✗ Are not legally authorized to work in the United States
- ✗ Are self-employed [full-time](#), or are not in covered employment by the Act, for example you work for a church
- ✗ Are currently receiving workers' compensation for an on-the-job injury



3. Are you able and available to work?

In order to qualify for UI benefits you must be able and available to work, meaning you must be:

- Actively looking for work
- Mentally and physically able to work
- Legally authorized to work in the United States
- Available to accept new work (for example, you do not have personal responsibilities that would prevent you from working) when it is offered

OPTIONS FOR RECEIVING PAYMENT

If you are eligible for UI benefits, you may receive your payment:

- Through **direct deposit** – this option puts money directly into your checking or savings account.
- On a **prepaid debit card** – this option provides you with a Virginia Way2Go Card prepaid MasterCard. You can make purchases, get cash, and pay bills everywhere MasterCard is accepted.
- To learn more about this payment option, visit <https://www.vec.virginia.gov/sites/default/files/documents/Virginia%20Way2Go%20Debit%20Card%20Brochure.pdf>.

AMOUNT OF UI BENEFITS

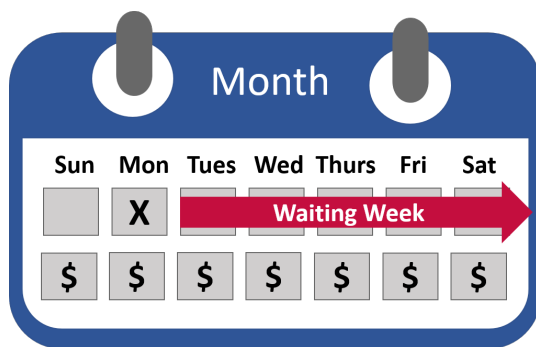
After you file a claim for UI benefits, you will receive an Initial Statement of Wages and Potential Benefit Payment notice in the mail. The notice explains:

- The wages the VEC has on file for you that are reported quarterly by your previous employer(s). These wages are used to calculate your benefit amount.
- The amount of benefits you are potentially eligible to receive, if approved, and qualify with each weekly filing.
- The number of weeks you are potentially eligible for benefits.
- Information about how to request a monetary reconsideration or [Appeal](#) a monetary reconsideration if you disagree with the determination.

The maximum amount of benefits you can receive per week in Virginia is \$378. The amount of wages you earned during the base period for your claim will determine your weekly benefit amount and the maximum number of weeks you may receive. Visit <https://www.vec.virginia.gov/unemployed/benefits-information/base-period> for more information about the base period.

WAITING WEEK

The first week of your claim is considered a waiting week. You must file a weekly claim and meet all eligibility requirements during this week, but you will not be paid. Your payments will start the following week, assuming you are still eligible for benefits and fulfill all requirements.



For example, consider a situation where John lost his job on the first Monday of the month and filed an initial claim for UI benefits on the same day. During that week, his gross earnings were less than his UI weekly benefit amount and he met all UI requirements. Even though John submits a certification for the first week of benefits, he will not be paid for this waiting week.

The next week, if John fulfills all eligibility requirements, he will be eligible to receive payment. See the [Maintaining Your UI Eligibility](#) section for more details on the continuing eligibility requirements.

DEDUCTIONS

Your benefits may be reduced under the following circumstances:

Separation Pay

A severance package, pay in lieu of notice, or a continuation of pay with full benefits from an employer may affect UI benefits.

Be sure to report any separation payments when you file your weekly claim. You may be contacted by the agency for additional details to help determine if your separation pay is deductible.

Retirement Income

Retirement income, such as an employer pension or 401k distributions, disability payments, or survivor benefits, may affect your [weekly benefit amount \(WBA\)](#).

You must tell us if you receive or will apply to receive payment from your retirement plan.

Other Earnings

If you are working part-time, you may still be eligible for reduced benefits. Be sure to report any earnings from part-time work. See the [Reporting Earnings](#) section for more information.

Money Owed

Some or all of your unemployment benefits may be reduced if you:

- Owe court-ordered child support
- Have past due federal or state taxes
- Have Supplemental Nutrition Assistance Program (SNAP) debt
- Previously received unemployment benefits that you were not entitled to, and did not repay the [Overpayment](#)

You will be notified in writing if your UI benefits will be applied to any of these types of debts.

Taxes

Your UI benefits are taxable by the federal and state government. You may choose if you want to have federal taxes withheld from your weekly payment or not. If you choose not to have taxes withheld, you will be responsible for the full taxable amount at the end of the year. Questions about taxes on UI payments should be directed to the [Internal Revenue Service \(IRS\)](#) or your tax professional.

By the end of January each year, the VEC will provide you with IRS form 1099-G. This form shows the amount of benefits you were paid during the previous year and the amount of income tax withheld, if you chose that option.

The VEC mails an IRS form 1099-G to all customers who had payment, overpayment, and repayment activity during a given tax year. The forms are usually mailed in January for the prior year, and are also made available online. You must have an account on the self-service portal at <https://uidirect.vec.virginia.gov/CSS>. Log in and access the "My Documents" section. Information is posted on the VEC's homepage once forms are mailed and available online.



STAYING ELIGIBLE FOR UI

Every week that you claim benefits, you must complete 3 tasks to remain eligible:

1. [Searching for work](#)
2. [Completing the weekly claim certification](#)
3. [Reporting earnings](#) (any money you earned during the benefit week)

Failure to complete **any** of these actions can **disqualify** you from future benefits.

SEARCHING FOR WORK

You are required to actively search for work **every week** you receive UI benefits by completing at least **two** work search activities. Below are examples of work search activities that fulfill this requirement, along with activities that are not considered valid.

Qualifying Work Search Activities:

- ✓ Apply for a job that fits your skills and qualifications
- ✓ Interview for a job
- ✓ Report to a union hiring hall if you are a registered member of that union
- ✓ Participate in reemployment services at your state workforce center

Invalid Work Search Activities:

- ✗ Applying for a job that you are unqualified for or that you have no intention of accepting
- ✗ Viewing job leads without applying
- ✗ Failing to apply for a job in the manner directed by an employer (e.g., failing to submit an online application when an employer tells you to apply online)

IMPORTANT!

You must keep a log or record of your weekly work search activities. This includes the date of the application, type of contact, position applied for an employer contact information. Your work search records can be requested by the VEC. See [Appendix C](#) for a sample work search log.

COMPLETING A WEEKLY CLAIM CERTIFICATION

To continue receiving benefit payments, you will need to file a weekly claim certification to tell VEC you are still jobless. The claim certification includes a series of questions that help determine if you are eligible to continue receiving UI benefits. For example, you will be asked if you:

- Were able and available to accept work
- Looked for work, along with details about your work search efforts
- Refused any jobs or offers of work
- Completed any work, and if so, how much money you earned for that work

Under penalty of law, you are required to truthfully answer the questions for each week you claim UI benefits.

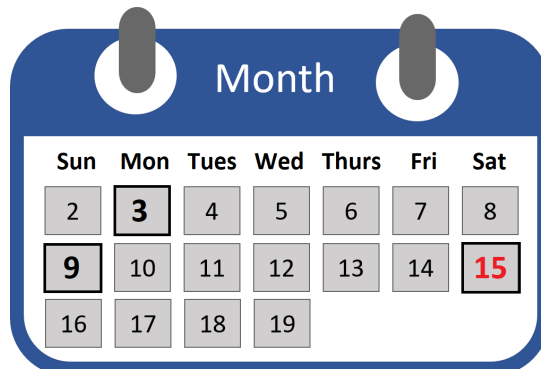
When to File Your Weekly Claim

The Sunday after you initially apply for benefits is the first day that you can submit a weekly claim. Weekly claims should be completed on Sunday (or as soon as possible) after the week ends on Saturday, for each week you claim benefits.

For example, if you lost your job on Monday the 3rd of the month, you could file an initial claim for UI benefits on the same day or on any other day that week.

Then you could submit a weekly claim for your first week of benefits starting on Sunday the 9th.

Failure to submit your weekly claim on Sunday or Monday for the previous week will result in delayed benefit payment. You should file your weekly claim certification on Sunday (or as soon as possible) **every week** so that you do not fall behind.



Important information: If you do not file your first weekly claim within 21 days from your initial filing date, **or** if you wait more than 21 days from the week ending date of your last week claimed to file again, your claim will become inactive. If this happens, you will be required to reactivate the claim, and you may be denied benefits for the weeks prior to the reactivation date.

How to File Your Weekly Claim



Online

For fastest service, log into your account at [Claimant Self Service Logon \(virginia.gov\)](https://www.virginia.gov/claimant-self-service)



By Interactive Voice Response

800-897-5630

REPORTING EARNINGS

If you are working while claiming UI benefits, you must report how much money you made. The amount you must report is your [gross earnings](#), **not** your [net earnings](#).

Sample Pay Stub

**REPORT WEEKLY DURING THE PAY PERIOD,
NOT WHEN YOU GET THE CHECK**

PAYSPLIT				REPORTING PERIOD	PAY DATE	
				10/01/20XX – 10/08/20XX	10/15/20XX	
INCOME	RATE	HOURS	CURRENT PAY	DEDUCTIONS	TOTAL	YTD TOTAL
REGULAR	\$20	30	\$600	STATUTORY DEDUCTIONS		
OVERTIME	\$30	0	\$0	FICA-MEDICARE	\$8.71	\$130.65
BONUS	--	--	--	FICA SOCIAL SECURITY	\$37.70	\$565.5
				FEDERAL TAX	\$40.15	\$602.25
				STATE TAX	\$26.05	\$390.75
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY		GROSS PAY	DEDUCTIONS	NET PAY
\$9000	\$1689.15	\$7324.95		\$600	\$112.61	\$488.33

REPORT GROSS PAY EACH WEEK



When to Report Earnings

Earnings must be reported each week when certifying for UI benefits for the previous Sunday through Saturday period, even if you have not yet been paid.



What Earnings to Report

Any money earned during the benefit week must be reported. Common income sources include full- or part-time employment, temporary or odd jobs, self-employment, and tips.



How to Calculate Gross Earnings

$$\text{Number of Hours Worked during Week} \times \text{Rate of Pay} = \text{Gross Earnings}$$

For instance, if you worked 30 hours in a week at \$20 per hour, you would report \$600 in gross earnings for the week.

IMPORTANT!

If you do not report earnings while claiming unemployment insurance benefits, you will be found to be overpaid benefits, and could be determined to have committed fraud. You will have to pay back any benefits overpaid, and unemployment benefits fraud is punishable by law.

GETTING YOU BACK TO WORK

The VEC, through its partnership with Virginia Career Works, offers a variety of no-cost programs and services – including job leads and career resources – to help you get back to work faster.

MANDATORY JOB SEARCH REGISTRATION

To receive UI benefits, you must fully register with the Virginia Workforce Connection at www.VAWC.virginia.gov within 10 days of filing your initial claim for UI benefits. You must add a resume (or update your resume and all information if you registered previously) to maximize this tool and use it to obtain employment. If you do not follow these steps, you can be denied UI benefits. If you are attached to a union hiring hall or meet other specific criteria, we will notify you of your exemption to register.

If you live in another state, but are receiving UI benefits in Virginia, you must register with the workforce services agency in your state where you reside. You must provide proof of your registration to the VEC within 10 days of filing your initial claim for benefits.

RE-EMPLOYMENT SERVICES

In addition to job search assistance, Virginia Career Works staff can assist you with resume writing, interviewing skills, labor market information, and more. Visit www.VAWC.virginia.gov to find your local American Job Center (AJC).

Additional Services to Assist You

- **Training Programs** - You may be eligible for training or education programs to help you upgrade your skills or complete a degree program. To learn more about whether you might qualify, visit: www.VAWC.virginia.gov.
- **Veterans' Assistance** – We have employment assistance programs specifically designed for veterans. If you are a veteran, get started at: www.VAWC.virginia.gov
- **Re-employment Services and Eligibility Assessments (RESEA)** is a program states use to assist individuals receiving unemployment insurance with re-employment.

WHEN YOU FIND A NEW JOB

Full-Time Work

After you start a new full-time job, you do not need to notify our office that you found work. Simply stop submitting the weekly claim certification to request UI benefit payments when you start your new job (even if you will not be paid for a week or more). Should you start the new job in the middle of the week, be sure to report your earnings on your weekly claim.

Part-Time Work

If you find part-time work, you may still be eligible for reduced UI benefit payments. Be sure to report any earnings from part-time work. See the [Reporting Earnings](#) section for more information.

UI FRAUD

[Fraud](#) is a serious crime. Detecting and preventing unemployment insurance fraud is a priority for our agency. Claims are audited regularly to ensure benefits were paid according to state and federal law.

EXAMPLES OF UI FRAUD

Some examples of fraud include:

- Failing to report money earned while collecting benefits.
- Being dishonest about why you are no longer working for a previous employer.
- Saying you are able and available when you are ill, traveling, or otherwise unable or unavailable to work.
- Having someone else complete your weekly certification.
- Reporting that you looked for work when you did not make valid work search efforts.

To Avoid Committing Fraud

The most important thing is to be honest – lying makes you guilty of fraud. If you are confused about what you are supposed to do or report, call 866-832-2363 for clarification. We are here to help!

PENALTIES FOR UI FRAUD

If you intentionally make false statements or hide information to gain or maintain UI benefits, you are committing fraud. Penalties for fraud can include:

- Repayment of all UI benefits that you were not eligible to receive.
- A penalty on top of the benefits you should not have received.
- Disqualification from receiving future benefits for up to one year.
- Being charged with a crime in state and/or federal court.



WHAT WE DO TO STOP UI FRAUD

These are just some of the ways we identify people who are committing fraud:

- Comparing earnings reported by workers and their employers
- Auditing claims
- Checking state and national databases of recently hired individuals to make sure people are not collecting UI benefits after they start working again
- Verifying job search contacts
- Reviewing [union attached](#) status

Report Suspected Fraud

You can report fraud:

- Online at [Reporting Unemployment Insurance Fraud | Virginia Employment Commission](#)
- Through our toll-free Fraud Hotline at 800-782-4001 or the Customer Contact Center 866-832-2363

Tips about possible fraud are pursued by our team of Investigators.

APPEAL RIGHTS

If you or your employer disagree with a decision about your UI claim, you each have the right to appeal. Appeals must be submitted within **30 days** from the date the determination letter was mailed.

HOW TO SUBMIT AN APPEAL

To appeal, you need to tell the VEC, in writing, the reasons you disagree with the decision. You may appeal:



Online

Visit the Customer Self Service Portal to file an appeal: [Claimant Self Service Logon \(virginia.gov\)](https://www.vec.virginia.gov)



By Mail

Virginia Employment Commission
First Level Appeals
P.O. Box 26441
Richmond, VA 23261-6441



By Fax

Fax your appeal to (804) 786-8492.

THE APPEAL PROCESS

After your appeal is received, you will be sent a Notice of Hearing in the mail or through some other customary method of contacting you. It will inform you of the date and time of your [appeal hearing](#). **You must participate in your hearing to protect your benefit rights.** An impartial hearing officer is responsible for the appeal hearing.

The hearing officer will issue a written decision that is mailed (or emailed if that is the customary method of contacting you) after the hearing to you and any other interested parties, such as your employer. If you disagree with a hearing officer's decision, you may appeal that decision.

For more information about appeals, visit <https://www.vec.virginia.gov/appeals> .

REMAINING ELIGIBLE DURING YOUR APPEAL

To maintain your UI eligibility, continue to search for work, complete a weekly claim certification, and report any money you earned during the claim week while your appeal is pending. If the appeal is decided in your favor, you will only be paid for the weeks for which you met these requirements.

APPENDIX

APPENDIX A - LEGAL DISCLOSURES

Equal Opportunity Information

It is against the law for this agency to discriminate against any individual on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

What to Do if You Experience Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation.



To File a Complaint Online

Visit: www.dol.gov/oasam/programs/crc/complaint.htm



To File a Complaint by Mail

Send information about your complaint to:

The Director - Civil Rights Center

U.S. Department of Labor

200 Constitution Avenue, NW, Room N-4123

Washington, DC 20210



Accommodations for Individuals with Disabilities

We will make accommodations to allow your participation in all UI programs, activities, and services. To request an accommodation for a disability, please contact us at 866-832-2363.

Your Privacy Matters to Us

We follow all state and federal laws that protect your private information. To help connect you with programs designed to get you back to work, we share some of your information with our partners, such as the Virginia Career Works Centers, and they are not allowed to share it with anyone else. We give them your:

- Contact information
- Employment and job search history
- Demographics (such as age or gender)

Your previous employers and other state or local government agencies may release to our agency any information, including your Social Security number, required for the proper administration of your claim. We also use your Social Security number to report the amount of UI benefits you receive to the Internal Revenue Service (IRS) as taxable income.

APPENDIX B - GLOSSARY

This section defines commonly used terms and acronyms.

Appeal – A process for requesting a formal review of a prior UI decision.

Appeal Hearing – A meeting to consider an Unemployment Insurance benefit appeal. Each party (you and the employer, in most cases) can tell an impartial hearing officer what they believe the relevant facts are related to the issue on appeal. You may have witnesses testify. You may ask questions of the other party. All testimony is given under oath.

Base Period – The window of time used to determine UI benefit eligibility. At the time an initial claim for benefits is filed, wages from the first four of the last five completed calendar quarters are reviewed to determine UI benefit eligibility. Your Weekly Benefit Amount (WBA) is also based on how much you earned during this time.

Benefit Week – A seven-day period during which you have an active claim. The benefit week begins on Sunday and ends at midnight the following Saturday.

Benefit Year – Also referred to as a Claim Year, this is the 52 weeks from the Claim Effective Date to the Claim End Date.

Benefits – The money given to eligible individuals.

Claim – An application for UI benefits.

Claim Effective Date – The Sunday of the week in which your initial claim for benefits is filed.

Claim End Date – Also referred to as a Benefit Year End (BYE), this is the last Saturday of a Benefit Year. This falls 52 weeks after the Claim Effective Date.

Fraud – Knowingly claiming or accepting UI benefits illegally. Fraud is a crime.

Full-time Work – Working 40 or more hours per week.

Gross Earnings – The amount of money you get for work before taxes and deductions are taken out.

Net Earnings – Your take-home pay, after taxes and deductions are taken out.

Maximum Benefit Amount (MBA) – The maximum amount of benefits you may receive during a benefit year. This amount is based on the wages earned in the Base Period of a claim multiplied by the number of benefit weeks you are eligible for within the Claim Year. This amount is listed in your Statement of Wages and Potential Benefit Payment notice.

Misconduct – Careless or deliberate behavior that results in being fired or suspended from your job. Examples include dishonesty related to employment, unexcused absences, or violation of a company policy.

Statement of Wages and Potential Benefit Payment – A form mailed to you after you file an initial claim for UI benefits. It explains if you are eligible for UI benefits, how much your payment will be each week, the Maximum Benefit Amount (MBA), and other details for that Claim Year. This form lists all employers you worked for during the Base Period and the wages each employer reported each quarter. Be sure to check it for accuracy and notify the VEC of any errors at 866-832-2363.

Overpayment – UI benefits you received, but were not entitled to, under state law.

Partial UI Benefits – The amount of UI benefits you may receive while working reduced hours (less than your typical work hours) for your regular employer. Even if your hours are reduced, if your earnings are more than your weekly benefit amount than you will not receive UI benefits.

Separation – When you or your employer end the working relationship. This can be due to a quit, discharge, leave of absence, suspension, or layoff.

UI – Unemployment Insurance, which is the benefit program for workers who become unemployed through no fault of their own.

Union Attached – An active union member who gets work through a union hiring hall. If you are on the out-of-work list, as verified by your union, you may be

eligible for UI benefits by remaining available for work through your union.

Weekly Benefit Amount (WBA) – The maximum amount of money you may be eligible to receive for one week. This amount is listed in your Statement of Wages and Potential Benefit Payment.

APPENDIX C – SAMPLE WORK SEARCH LOG

Use a log such as the one shown below to keep track of the work search activities you complete each week. Be sure to document the details of each action (what, when, where, and with whom). If possible, save a screenshot, email confirmation, or other evidence of your work search action.

Sample Weekly Work Search Log

To remain eligible for benefits, you must search for work or complete <# OF REQUIRED WEEKLY ACTIVITIES> qualifying activities each week. Save or print this log for each week you claim benefits.

Options for Meeting your Weekly Work Search Requirements:

- Contact a potential employer in-person or over the phone
- Apply for a job on our online job search website
- Apply for a job online (Ex: Monster, LinkedIn, Glassdoor, etc.)
- Attend a job fair, hiring event, or networking activity
- Participate in a Reemployment Assessment (RESEA) workshop or career center activity

Completed Weekly Work Search Activities

List any job contacts you made or work search activities you completed each week you claim benefits. Complete each row to the best of your ability (the first row has been completed as an example).

Week: Sun 1/5/2020 through Sat 1/11/2020	Date:	Employer:	Address:	Email:	Position Title:
	1/6/2020	ABC Employer	123 Main Street, Your Town, Your State	example@ABCemployer.com	Clerk
	Contact Name:	Phone/Fax:	Type of Contact:		Next Steps:
	Bob Smith	555-555-5555	<input checked="" type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/> In-Person		Send my resume to Bob's email by Tuesday 5pm as discussed on phone
Week: Sun _____ through Sat _____ _____	Date:	Employer:	Address:	Email:	Position Title:
	Contact Name:	Phone/Fax:	Type of Contact:		Next Steps:
			<input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/> In-Person		
Week: Sun _____ through Sat _____ _____	Date:	Employer:	Address:	Email:	Position Title:
	Contact Name:	Phone/Fax:	Type of Contact:		Next Steps:
			<input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/> In-Person		
Week: Sun _____ through Sat _____ _____	Date:	Employer:	Address:	Email:	Position Title:
	Contact Name:	Phone/Fax:	Type of Contact:		Next Steps:
			<input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Internet <input type="checkbox"/> In-Person		



Tip for documenting work search activities: Store your documentation in a single location, such as one folder on your computer.

APPENDIX D – SAMPLE WORK SEARCH PLAN

You should take time each week to make a work search plan. Thinking about what work search actions you plan to do will help you stay on track with your work search efforts.

Write down your plans below. For example, “I will submit a job application to ABC Company on Friday morning.” As you complete your work search actions, track your progress using the checkboxes below.

1	My first Work Search Action will be: _____ I will complete it on this date: _____ <input type="checkbox"/> Completed <input type="checkbox"/> Documented
2	My second Work Search Action will be: _____ I will complete it on this date: _____ <input type="checkbox"/> Completed <input type="checkbox"/> Documented
3	My third Work Search Action will be: _____ I will complete it on this date: _____ <input type="checkbox"/> Completed <input type="checkbox"/> Documented
4	My fourth Work Search Action will be: _____ I will complete it on this date: _____ <input type="checkbox"/> Completed <input type="checkbox"/> Documented