

Don't risk losing your benefits – register for work by [mon dd, yyyy]

Dear [First Name] [Last Name],

After filing a new claim for benefits with the [state agency], you received a "work search waiver", which meant you did not need to register for work or look for a job. Your waiver will expire on [mon dd, yyyy].

! To avoid losing your benefits, you must **urgently complete STEP 1 and STEP 2 by [mm dd, yyyy]**. Failure to register for work may prevent the payment of your unemployment benefits.

Step 1: Go to [website link] and create a [account name] Profile

Your [online portal] profile is where you can find jobs and get matched with employers. If you do not have an internet connection available to you, you can create your [online portal] profile from your local [State] job center. Find your nearest job center online at [website link] or by calling [phone number].

Step 2: Appear in person at an [State job center] to have this form date stamped by [mon dd, yyyy]

Go to your local [job center] by [mon dd, yyyy] to get this box stamped by [state] staff. You must keep this stamp as proof that you went to the [State] job center and have a current [account] profile.

Find your nearest [State] job center online at [website link] or by calling [phone number].

! If you do not appear in person to have this box stamped by [State] staff, you will risk losing your benefits.



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Step 3: Complete two work search activities each week that you receive benefits

To be eligible for benefits, you must remain able and available for work in line with your skills and experience, and you also must conduct at least two work search activities per week.

These activities are good examples of valid work search activities:

- ✓ Filing out and submitting a job application
- ✓ Attending a job interview
- ✓ Completing online applications with LinkedIn's unemployment portal: www.linkedin.com/unemployment

These activities do **not** count as valid work search activities:

- ✗ Checking back with a temp agency for more work
- ✗ Using your current part-time employer as a work contact
- ✗ Seeking self-employment

For more guidance on how to look for work, visit [website link]

Step 4: Report your work search activities on [online portal] every two weeks

You must complete two work search activities every week and **report these work search activities to the [State Agency] every two weeks**. Your work search activity records can be randomly audited. If you have not kept accurate records, you may face financial penalties.

The easiest way to store and report your work search activity records is by using the [online portal] work search log at: [website link]. More than XX,XXX claimants in [State] already use [online portal] to record and report their work search activities when filing their benefits – join them today!

If you cannot use [online portal], please use [form] to document and report your work search activities. More information on [form] can be found at: [website link]

Questions? Contact [State Agency] online or on the phone

For more information, or if you have questions, you can contact us through your [online portal] account ([website link]) or by calling us at [phone number]. TTY service is available at [phone number]. You can find your nearest [State] job center online at [website link] or by calling [phone number].

Thank you for taking the time to create your [online portal] profile, go to your [State] job center, and look for work. We wish you the best of luck on your path to reemployment.

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