

Extended Benefits Job Search Requirements

IMPORTANT: Requirements for Extended Benefits (EB) are stricter than regular benefits. Please read the following carefully so you know your responsibilities.

What are my Job Search Requirements?

You are expected to look even harder for work than before. This means you must make a minimum of **four** employer contacts each week. Replacing your four employer contacts each week with approved in-person activities is NOT allowed while collecting EB.

You must look for work every week you want benefits even if you are:

- Working
- Returning to work shortly
- A union member

When you file your weekly claim, you must report your job search contacts using the information from your Job Search Log. Do not send your Job Search Logs to us unless we ask you to. You need the logs if you are called in for an interview to review your job search contacts.

Have your Job Search Log with you when you file your weekly claim. From your log, you need to tell us: date of employer (or union) contact, employer's name and place of business (union members may list the union name and place of business for one contact), how the contact was made (in person, phone, Internet, e-mail, mail), contact person or job reference number, and position applied for.

When you call or use the Internet to submit your weekly claim, you will be given new instructions.

- When you claim by phone, you are asked to speak your job search contact information onto a recording. You have two minutes to report four job search contacts. If you make a mistake while filing your weekly claim or reporting your job search contacts, you can disconnect and start over.
- When you claim on the Internet, you are provided space to enter your job search contacts.
- If you file by paper, list your contacts on the back of the form.

What is Considered Suitable Work?

You must seek and accept any offer of "suitable" work with collecting EB. Because of the length of your unemployment, we require you to accept almost any work you can do – even if it is not in your normal occupation. Therefore, any job is considered suitable if: (a) it is within your capabilities, and (b) the gross weekly pay is greater than your weekly benefit amount, and (c) it pays at least minimum wage where you live. You do not have to accept work if the job is vacant due to a labor dispute, the working conditions are less favorable than similar work in your labor market, or you are required to join or resign from a union.

If you can provide evidence to show you have good prospects for reemployment within four weeks, suitable work generally is work in keeping with your prior work experience, education or training. Good prospects for work include: (1) a definite recall or hire date within four weeks; or (2) a probable recall or hire date within four weeks, based on an extremely favorable position on the union out-of-work list, seasonal factors, or historical experience. If you think you have good prospects of returning to work, call the EB unit at 877-558-8509 for approval. Even if you have good prospects, you must still look for work each week.

What if I Don't Actively Seek Work?

We will deny your benefits if you do not meet the job search requirements or do not report your job search contacts for any week you claim extended benefits. *Unlike regular benefits, you are not only denied for the week you do not look for work.* The denial continues until you work in at least four weeks and earn four times your weekly benefit amount.

What if I Don't Apply for or Accept Suitable Work?

If you refuse to apply for suitable work when referred by the WorkSource office or your local employment center, or refuse to accept suitable work when offered during any week you claim EB, we will deny your benefits until you work in at least four weeks and earn four times your weekly benefit amount.

If the work was suitable under regular benefit rules, and we decide you did not have good cause to not apply or accept it, we may also deny your benefits for at least seven weeks and until you earn seven times your weekly benefit amount.

What if I'm a Member of a Full Referral Union?

Unless you have an extremely favorable position on your union out-of-work list, you must now expand your active search for work. This means you must make a minimum of three employer contacts each week outside of your union. You do not have to look for work that will jeopardize your union standing. If you think you have an extremely favorable position on your union out-of-work list, call the EB unit at 877-558-8509 for approval.

The Job Search Log is provided for you to keep track of your contacts. You can also download additional logs at www.esd.wa.gov/benefits-forms.

What if I Have a Previous Disqualification?

If you were previously disqualified from receiving regular benefits, we will deny your extended benefits until you return to work and meet the requalification requirements as stated in the original denial.

KEEP THIS NOTICE: You may need to refer to these instructions when you file your weekly claims to certify that you have complied with the requirements.