

Work Search Requirements for Laid Off Workers



All workers filing for Unemployment Insurance (UI) benefits must perform at least four work search actions each week, unless the requirement is waived.

Your employees may be eligible for a waiver to the work search requirement if:

- You will be recalling the worker within eight (8) weeks of the week the worker filed an initial claim for UI benefits.
- An additional four (4) weeks may be waived if you verify that the worker will return to work within that four-week period.

If a waiver does not apply, workers must perform at least **four work search actions each week** to maintain eligibility for UI benefits.

How do I notify DWD that my employee will be recalled within 12 weeks of their initial claim week?



Fax a list of employees to DWD at (608) 260-3060; or



Email a list of employees securely using the "Contact Us" button at the bottom of the DWD website: dwd.wisconsin.gov

Include the following information for each employee who has filed for UI benefits:

- Full name;
- Last four digits of social security number;
- Week employee filed their initial claim;
- Date of recall; and
- Company's name and UI account number (on each page).

DWD will review the list and apply the work search waiver on a per-claimant basis in accordance with state law and policy. Employees can verify their work search status online in their claimant portal under "My UI Summary."

What happens if a laid-off employee works for the employer who laid them off?

If the employee continues to file for UI benefits while working, those weeks count toward their eight- or 12-week waiver period.

If the employee stops claiming UI benefits while they are working, they must file an initial claim to reactivate the claim. As a result, the work search waiver period will restart.

Find more information on the work search requirement at dwd.wisconsin.gov/ui/worksearch or scan here:

