

## CLAIM CONFIRMATION AND INSTRUCTIONS

Date Mailed:

SSN:

Your application for unemployment insurance has been received. The Handbook for Claimants is online at <https://dwd.wisconsin.gov/uiben/handbook>. **You are responsible for knowing the information provided in the handbook. You are also responsible for any inaccurate or incomplete information that you provide.** The handbook contains information and instructions about your eligibility for benefits and how to protect your rights to those benefits.

### **NO UNEMPLOYMENT BENEFITS WILL BE PAID TO YOU UNTIL YOU:**

- 1) **Immediately** make at least 4 work search actions each week you file a claim. For work search instructions, refer to the HANDBOOK FOR CLAIMANTS online at <https://dwd.wisconsin.gov/uiben/handbook>. Your benefits will be denied if you fail to actively search for work.
- 2) By \_\_\_\_\_, you must register for work in your state of residence and fax proof of registration to 608-327-6471. Proof of registration includes a screenshot or paper copy of completed registration in your state. For information on how to register for work in your state, contact a public employment or unemployment office in your state. If you register after the date listed above, you will not be eligible for benefits for any week prior to the date you registered. If you have questions or feel you should be waived from the requirement, contact a claims specialist at 414-435-7069 during business hours.
- 3) File your weekly claims for benefits online at <https://my.unemployment.wisconsin.gov> every week after the week is over while you are unemployed or working reduced hours. If you stop filing for any reason and want to re-open your claim, file online at <https://my.unemployment.wisconsin.gov> in the week you want your claim to start again. DO NOT wait until a week later. For help using online services or if you are truly unable to go online call 414-435-7069 during business hours.

### **Important Information about YOUR Claim**

You must perform at least four work search actions each week, unless the department notifies you that your work search is waived.

You must document your work search actions for each week you claim benefits, having enough detail to allow for verification by the department. The department may request acceptable proof of your work search actions at any time. Keep acceptable proof of your work search actions for 52 weeks.

<b>Examples of Valid Work Search Actions and Acceptable Proof</b> <i>(list is not all-inclusive)</i>	
<b>Examples of Valid Work Search Actions</b>	<b>Acceptable Proof</b>
Mandatory JCW registration/participating in mandatory re-employment services.	UI confirms with JCW. Keep copy of email confirmation
Submitting resume or application IN PERSON to employer that has openings/is taking applications.	Document details (date, name and phone number of employer, name and title of contact).
Submitting resume or application ONLINE to employer that has openings/is taking applications.	Copy of email confirming resume or application received. Note: This is needed even if submitting application or resume through JCW.
Applying for civil service position on wisc.jobs.	Copy of email confirming resume or application received.
Non-mandatory re-employment services (training supplied by the Job Center of Wisconsin to help you get a job, but not a required activity).	Document activity, location (in person or online), and date of participation.
Registering with placement facility, temporary help agency, or headhunter.	First time registration with each facility/agency only. Electronic or paper copy of registration form or copy of email confirming registration.
Posting resume on employment website (e.g. Indeed.com, CareerBuilder.com).	First time posting with each website only. Copy of email confirming receipt of resume.
Meeting with career counselor.	Document details (date, name and phone number of career counselor).
Participating in job interview.	Document details (date, name and phone number of the employer, name and title of contact).
Participating in professional work-related networking group/event.	Keep registration confirmation, ticket, or name badge showing name and date of event.
Creating a personal user profile on professional networking site (e.g. LinkedIn.com, MyOpportunity.com).	Screenshot of the profile which could be verified by the state agency.
Taking WorkKeys exam.	Document activity and date of participation.
Using online career tools such as job match advisors, other national job boards, or mySkills myFuture.	Screenshot of the results from tools used.
<b>Examples of Invalid Work Search Actions</b> <i>(list is not all-inclusive)</i>	
<ul style="list-style-type: none"> <li>● Viewing job leads (but not applying).</li> <li>● Contacting employer to learn that no openings exist/applications are not being taken.</li> <li>● Submitting application to same employer within 4-week period (unless a new job becomes available/posted).</li> <li>● Subsequent/duplicate posting of resumes on job search websites (unless part of application for specific job).</li> <li>● Submitting application for work that is not reasonable considering your training, experience, duration of unemployment, and availability of jobs in your labor market.</li> </ul>	

To document your work search actions throughout the week for the current week, use the online Weekly Work Search Entry Form at <https://my.unemployment.wisconsin.gov>:

- Go to your dashboard
- Choose "Unemployment Services"
- Choose "Enter Work Search Activity"

Even if you use the Weekly Work Search Entry Form, you need to file your weekly claim. The work search actions you enter for the week will be stored by the department and automatically transferred into the online weekly claim certification.

If you do not use the Weekly Work Search Entry Form, you will need to enter your weekly work search actions when you file your weekly claim online. When you file online the department keeps copies of the work search actions. **To file online, go to <https://my.unemployment.wisconsin.gov>.**

You are responsible for providing acceptable proof of your work search actions upon request.

If you are truly unable to use online services, have your work search actions ready to supply to the claims specialist helping with your claim.

Falsely reporting any information on your work search record may be an act of concealment. See Handbook for Claimants Part 7: Fraud and Quality Control.