

Work Search Plan for Unemployment Insurance

Name: _____ **OSOS ID #:** _____

1. I understand that I must:
 - be ready, willing, and able to work and actively seeking work during each week I claim benefits;
 - be engaged in “systematic and sustained efforts to find work,” which means I must follow this Work Search Plan and I understand the types of work that I must search for and accept;
 - keep a detailed record of my work search activities each week using the online Work Search Record in JobZone, the New York State Department of Labor Work Search Record form, WS 5, or a similar work search record that I make that includes the information required, and;
 - keep my work search records for one year and make them available to the Department of Labor upon request
2. I will look for and accept work I am reasonably fitted to by training and/or experience.
I will do at least: _____ work search activities per week.
3. I understand that I must not refuse to accept work that pays at least the Unemployment Insurance “Cut Off” Wage for similar work, even if this is less than what I earned on my last job or less than the salary I would like to receive. I can get prevailing wage rate data from the Department of Labor website at <https://statistics.labor.ny.gov/uiwages.shtm>.
4. I understand that after claiming 10 full weeks of benefits I must expand my work search. I must be willing to accept any type of work that I am capable of performing, even if I do not have training or experience in that type of work. I will accept such work as long as it pays the Unemployment Insurance “Cut Off” Wage for that occupation **and** at least 80% of my base period high quarter wages.
5. I am available to start work immediately.
6. I agree to search for **full-time** work.
Note: If you do not have a history of at least **six months** of part-time employment within the past 18 months, you may be denied benefits if you do not seek or accept full-time work. If you are not searching for full-time work, explain why here:
7. I am willing to travel one hour by private transportation or one-and-one-half hours by public transportation to work.
8. I have a means of transportation to search for work and to get to work. My transportation includes:
Private Vehicle Public Transportation Other. If other, please describe: _____
9. I will follow my work search strategy and approach as outlined. It was developed based on my skills, experience, training, and individual circumstances. It also considers any job restrictions or job search barriers that I have.

Additional Comments:

10. I agree to do the following work search activities and use the following work search tools. I understand that I must do and record work search activities each week that I certify for benefits. (Check all that apply)

- 1) Use employment resources available at my local Career Center or through a virtual career center platform provided by the Department of Labor, such as:
 - Meet with Career Center advisors;
 - Receive job market information from Career Center staff regarding the availability of jobs from a particular industry or region;
 - Participate in skills assessments for occupation matching;
 - Participate in instructional workshops; and
 - Obtain and follow up with employers on job referrals and job matches from the Career Center.
- 2) Submit a job application and/or resume to employers or former employers who may reasonably be expected to have openings.
- 3) Attend job search seminars, scheduled career networking meetings, job fairs, or employment-related workshops that offer instruction to improve individual skills for obtaining employment.
- 4) Interview with potential employers.
- 5) Register, apply, or take job-related or pre-hire tests for a public or private employer, including civil service examinations.
- 6) Register with and check in with private employment agencies, placement services, unions, and placement offices of schools, colleges or universities, and/or professional organizations.
- 7) Use the telephone, business directories, internet, social media, or online job matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews.
- 8) Any other reasonable activity that may assist with obtaining employment.

Other/Notes: _____

Certifications

I agree to:

- ✓ Actively search for work and keep a record of my search efforts each week as indicated above;
- ✓ Review my work search plan each week before I claim benefits for that week and promptly report any changes in the above conditions to my local Career Center.

I also acknowledge that:

- ✓ I have reviewed and understand the Work Search Plan and Work Search Record forms.
- ✓ I understand that I must attend all scheduled appointments, workshops, classes, and job recruitments.
- ✓ I will report for all appointments scheduled by the Career Center and that if I do not, my Unemployment Insurance benefits may be withheld.
- ✓ I will submit my Work Search Record for audits whenever requested and that if I do not, my Unemployment Insurance benefits may be withheld.
- ✓ I understand that the contacts I report on my work search record may be checked by the Department of Labor.
- ✓ Any intentional false statement on my Work Search Record is considered fraud. If I knowingly make any false statement to obtain Unemployment Insurance benefits, those benefits may be withheld, and penalties may be imposed. These penalties may include prosecution.

I certify that I have reviewed the information in this Work Search Plan. **I understand that if I do not comply with the provisions of this Plan, I may not be eligible to receive Unemployment Insurance benefits.**

Customer Signature: _____ Date: ____ / ____ / ____

I met with the customer to develop and review this plan.

Workforce Advisor: _____ Date: ____ / ____ / ____

Career Center Location: _____