

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services

MURIEL BOWSER  
MAYOR



DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## UI Benefits Work Search Requirements FAQs

### 1. What are the work search requirements to remain eligible for UI Benefits in the District of Columbia?

The Department of Employment Services (DOES) enforces strict work search compliance measures. Beginning the week that you file for unemployment benefits, you must continue to make a concerted effort each week to find suitable employment while receiving benefits.

**Failure to conduct a thorough work search (through seeking and applying for employment) or refusing to accept suitable work will affect your eligibility and may result in a denial of benefits.**

Work search requirements for the District of Columbia are as follows:

- You **MUST** actively and adequately contact at least **two (2) NEW** employers each week to inquire about job openings.
- You **MUST** keep a detailed written record of the employers you contact each week. This includes:
  - Date of job search.
  - Accurate company name
  - Name of the person you contacted
  - Address and telephone number of the employer
  - Accurate web address and confirmation email if you applied online
  - And the outcome of the job search
- You **MUST** provide your written work search records to DOES upon request.
- You **MUST** be registered for employment services through your local American Job Center (AJC) at [dcnetworks.org](http://dcnetworks.org). Click “Not Registered?” to create your user name and password.
- Your work search **MUST** begin the week you file your claim.

For more information on all UI benefits eligibility requirements, please refer to your [Claimant's Rights and Responsibilities Handbook](#).

## **2. Will DOES check my work search records?**

Yes, DOES will verify your work search records. We may ask for evidence of your work search efforts at any time. Periodically, you may be required to report to an AJC to provide documentation of your work search efforts. You must, therefore, keep an accurate and detailed record of your weekly work search activities.

## **3. What happens if I cannot provide evidence of my work search activities?**

If you do not have all of the details of your work search, you **MUST** provide an acceptable explanation as to why the information is not available.

If you cannot provide evidence of your work search activities or if an employer or other contact listed disputes or cannot verify reported information, you may be determined ineligible for benefits for the benefit week(s) in question, and your benefits could be suspended indefinitely until the records of your weekly work search activities are in compliance with these requirements.

Protect your UI benefits eligibility by keeping a detailed record of your work searches. Provide as much information as possible regarding your contacts and applications.

## Work Search Log

NAME: \_\_\_\_\_ LAST FOUR OF SSN: \_\_\_\_\_

**YOU ARE REQUIRED TO MAINTAIN AN ACTIVE LOG FOR EVERY WEEK YOU CLAIM BENEFITS.  
 YOU MAY BE ASKED TO PROVIDE A COPY OF YOUR WORK SEARCH RECORDS AT ANY TIME.  
 FAILURE TO DO SO WILL DELAY OR INTERRUPT YOUR UNEMPLOYMENT BENEFITS.  
 \*\*\*PLEASE COMPLETE THIS FORM IN AS MUCH DETAIL AS POSSIBLE TO ENSURE THAT YOUR  
 WORK SEARCH ACTIVITY CAN BE INDEPENDENTLY VERIFIED.\*\*\***

1. WEEK BEGINNING SUNDAY ___/___/___ THROUGH SATURDAY ___/___/___					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT	POSITION	RESULT OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	ConfEmailRcvd: Y/N
	URL:	Phone:		Job #:	ConfEmailRcvd: Y/N
2. WEEK BEGINNING SUNDAY ___/___/___ THROUGH SATURDAY ___/___/___					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT	POSITION	RESULT OR FOLLOW-UP ACTION
	URL:	Phone:		Job #:	ConfEmailRcvd: Y/N
	URL:	Phone:		Job #:	ConfEmailRcvd: Y/N

3. WEEK BEGINNING SUNDAY ___/___/___ THROUGH SATURDAY ___/___/___					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT	POSITION	RESULT OR FOLLOW--- UP ACTION
	URL:	Phone:		Job #:	ConfEmailRcvd: Y / N
	URL:	Phone:		Job #:	ConfEmailRcvd: Y / N
4. WEEK BEGINNING SUNDAY ___/___/___ THROUGH SATURDAY ___/___/___					
DATE OF CONTACT	EMPLOYER NAME AND ADDRESS	CONTACT NAME AND TITLE	METHOD OF CONTACT	POSITION	RESULT OR FOLLOW--- UP ACTION
	URL:	Phone:		Job #:	ConfEmailRcvd: Y / N
	URL:	Phone:		Job #:	ConfEmailRcvd: Y / N

If requested, return your work search log to a representative at a Reemployment Eligibility Assessment event or return it directly to DOES.