



Claimant

**Guide for Completing Your Work
Search Form in the Reemployment
Assistance Help Center**

How to Complete Your Work Searches in the Reemployment Assistance Help Center:

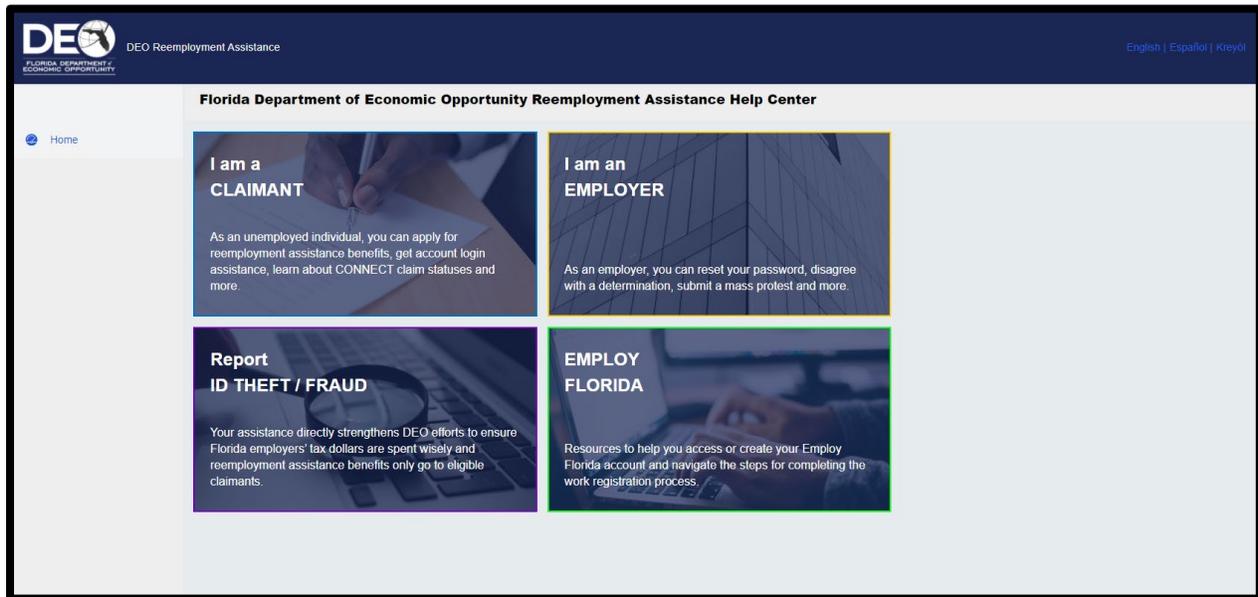
Claimants that do not have the ability to enter their required weekly work searches when requesting their Reemployment Assistance benefits in CONNECT now have the option to provide the Department with their weekly work searches through the Reemployment Assistance Help Center.

This step-by-step guide will walk you through the steps to provide your required work search information in the Reemployment Assistance Help Center.

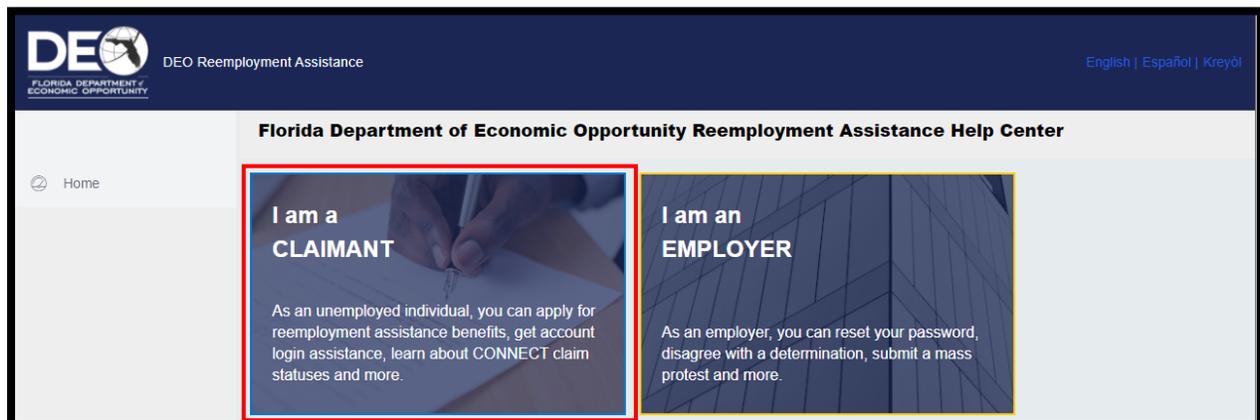
1. **Locate the Issue ID Number associated with the Work Search Issue created on your claim.** In order to complete the Work Search Form, you must provide this **Issue ID Number**. The Department provides this Issue ID relating to Work Searches by email correspondence and in your CONNECT account.

Note: If you receive more than one email or notification in CONNECT relating to a Work Search Issue, they will contain a different Issue ID Number and set of dates. You will need to complete the following process for each unique Issue ID Number.

2. Visit the Department's [Reemployment Assistance Help Center](#) by clicking the link provided .



3. Select “I am a CLAIMANT.”



4. Next, select, “**I would like to complete a Work Search Form**”, then select “**Next**”.

RA Help Center Form PENDING-IN PROGRESS

Enter Inquiry Details AU

Please select the option(s) that best describe your question or issue:

- I would like to apply for Reemployment Assistance benefits.
- Account Login Assistance
- CONNECT Claim Status Assistance
- Benefit Payment Assistance
- Reemployment Assistance Claim Appeals Assistance
- Tax Documents
- I would like to complete a Work Search Form**

Cancel
Next

5. Read the “**Actively Seeking Work Questionnaire**” to understand the purpose for completing the Work Search form, then select “**Continue**”.

Work Search NEW ×

1. **Welcome** 2. Identification 3. Work Search Questions 4. Work Search Questions 5. Review and Submit

Actively Seeking Work Questionnaire

The following questionnaire will assist you in resolving an eligibility issue currently holding payment on your Florida Reemployment Assistance claim. Recently, when you requested your benefit payment for a week you were unemployed, the department did not receive sufficient information to determine whether you met the Work Search Requirement.

This form is designed to allow you the opportunity to provide the department with additional information in order to assist with determining whether you met the Work Search Requirement for the week in question, or if you met an exemption under State Law.

This form is only intended for **existing claimants** who have a pending eligibility issue for “Actively Seeking-Failure to Meet a Work Search Requirement” (Work Search Issue). Claimants who have this issue on their claim will be prompted to complete this form via email to expedite the handling of this issue.

Cancel
Save
Continue

6. Carefully enter all the information requested on the “**Identification**” page, then select “**Continue**”.

Work Search PENDING-IN PROGRESS

✓ 1. Welcome **2. Identification** 3. Work Search Questions 4. Work Search Questions 5. Review and Submit

Please provide your full Social Security Number as shown (123456789). *

_____ ⓘ

Please provide the following information as it is displayed in your CONNECT account.

First Name *

Last Name *

Email Address *

Please provide the Issue ID Number displayed on the email sent to you by the Department. (Example- 72603150)

Please provide the Issue Start Date displayed on the email sent to you by the Department. (Example- 05/25/2021) *

_____ ⓘ

Back Save **Continue**

7. Next, answer the first Work Search question about self-employment and then click “**Continue**”.

Work Search PENDING-IN PROGRESS

✓ 1. Welcome ✓ 2. Identification **3. Work Search Questions** 4. Work Search Questions 5. Review and Submit

Are you performing services or activities for the purpose of resuming self-employment? *

Yes

No

Back Save **Continue**

- On the next page, provide your responses to a series of Work Search Questions, then select **“Continue”**.

Note: Your responses to this series of Work Search questions will then provide additional questions based upon your answers. Continue to follow the prompts provided on your screen until you have provided all required information.

Work Search (W-36007) PENDING-IN PROGRESS

1. Welcome ✓ 2. Identification ✓ 3. Work Search Questions ✓ 4. **Work Search Questions** 5. Review and Submit

During the week in question, did you contact your local CareerSource Florida center representative to discuss reemployment services? (i.e., resume writing workshop, interviewing skills training, job search and placement assistance, Ready to Work testing, training opportunities, etc.) *

Yes
 No

Have you been temporarily laid off from your employer and scheduled to return to work within eight weeks from the date of your layoff? *

Yes
 No

Are you scheduled to return to work within six weeks from the Issue Start Date displayed on the letter sent to you by the Department? *

Yes
 No

Did you make your required number of work searches during the week in question? *

Yes
 No

Back Save **Continue**

- After you have answered the prompted questions, you will be taken to the **Review and Submit Screen**. Acknowledge the statement below, then select **“Finish.”**

Work Search (W-36008) PENDING-IN PROGRESS

1. Welcome ✓ 2. Identification ✓ 3. Work Search Questions ✓ 4. Work Search Questions ✓ 5. **Review and Submit**

Intentionally untruthful answers will be considered fraud and which can be prosecuted by law.

I certify that the answers provided in this form are truthful to the best of my knowledge and acknowledge that knowingly giving a false statement is punishable by law.

Back Save **Finish**

10. Lastly, the confirmation screen will show that you have completed the Work Search form and has been submitted to the Department for review.

Note: If the information you received from the Department indicated you had more than one week of work search forms to be completed. You must complete an additional Work Search Form for each week of unemployment. Follow steps 1-7 to complete additional work searches.

Select the “**Home**” to start your new Work Search Form.

