

Dear Pennsylvania Unemployment Compensation (UC) Claimant,

The requirement to search for work to receive UC benefits in Pennsylvania, which has been suspended because of the pandemic, will restart for all state and federal programs with **the week July 11-17, 2021**. Pennsylvania work search requirements are explained on the back of this letter.

L&I has not announced the restart date of work registration; however, we encourage you to register now with PA CareerLink® to take advantage of free assistance with finding a new job. Registration counts as one work search activity for one week. Please visit [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov).

### **The Work Search Question**

Beginning July 18, 2021, if you are receiving benefits through any unemployment program in Pennsylvania, you must indicate if you completed the work search requirements when you file weekly claims. The UC Benefits system will ask you the following question for each claim week:

“[Your First Name], Did you complete your required work searches and/or work search activities during the week beginning Sunday, [date], and ending with Saturday [date]?”

I acknowledge I have read and understand the work search requirements as presented in the UC Handbook, and am keeping a log of my activities. I understand that the basic work search requirement is to apply for two jobs each week, plus do a work search activity, with acceptable substitutions as found in the UC Handbook. I have completed the weekly work search activities, unless otherwise exempt.”

You must choose to answer “Yes” or “No” to advance to the next weekly certification question.

- Select “Yes” if you completed your work search activities for the week.
- Select “No” if you are not exempt and you did not perform the work search. You may be denied benefits for this claim week.
- Some individuals are exempt from the work search requirements and may not be asked this question. Exemptions include individuals who receive their work through a union hiring hall, individuals on a Shared Work plan through their employer, individuals in Trade Act training, individuals attending a RESEA session for the week, and those who have written recall dates from their employer. Exemption information is in the Pennsylvania UC Handbook. If you are presented with the question and are exempt, you will select “Yes.”

## Summary of Pennsylvania Work Search Requirements

The basic work search requirement is to **apply for two jobs** and **participate in one work search activity** each week. This requirement applies to both traditional employees and self-employed individuals. For any claim week when you work part-time and will be receiving a reduced UC payment for the week, only one job application is needed for the week and a work search activity is not needed.

### Which job applications qualify?

You may apply for jobs for any work you are capable of performing. You are allowed to limit your job applications to jobs that offer employment and wages similar to what you had before you became unemployed and that are within a 45-minute commute if telework is not available.

### What's a "work search activity?"

Work search activities are as follows:

- Attend a job fair.
- Search positions posted on the PA CareerLink® system or Internet job banks.
- Create or post a résumé in the PA CareerLink® system or other résumé-posting services.
- Contact people you know to make known your availability for employment or obtain information about employment opportunities.
- Use an employment agency, employment registry or school placement service.
- Take a civil service test or other pre-employment test.
- Participate in a program/activity offered through the PA CareerLink® system.

### How can I apply?

You may apply for a job in person, by mail, phone or electronic transmission, by submitting a job application or résumé to the employer, or by following a hiring procedure established by the employer. A repeated application for the same job does not count unless there is reason to believe that the employer's hiring circumstances have changed.

### Do I need to track my activities?

Yes. The Department may request to see your work search activities at any time for a period of two years from the effective date of your claim. Do not send your work search record to the Department unless it is requested. Failure to provide your work search record upon request may result in ineligibility for benefits and liability to repay benefits you have received.

You are encouraged to use the form Work Search Record, UC-304, for tracking your activities but it is not required if you have another way of tracking the same information. The UC-304 is in the PA UC Handbook and online: [www.uc.pa.gov/Documents/UC\\_Forms/uc-304.pdf](http://www.uc.pa.gov/Documents/UC_Forms/uc-304.pdf).

### More Information: Pennsylvania UC Handbook

More work search guidance is provided in the Pennsylvania Unemployment Compensation Handbook, UCP-1. If you opened your claim over the phone with UC staff, you were mailed a handbook. If you opened your claim online, you received a link to this handbook at the end of your application: [www.uc.pa.gov/unemployment-benefits/handbook](http://www.uc.pa.gov/unemployment-benefits/handbook).