

# Work Search Requirements

## Reemployment Assistance Process Guide



*This project was funded under the provisions of the DLIS Florida CARES Act from the Institute of Museum and Library Services. Florida's DLIS Florida CARES Act program is administered by the Department of State's Division of Library and Information Services. The Panhandle Library Access Network created these videos to assist Floridians with the reemployment assistance application process.*

# Work Search Requirements

## Reemployment Assistance Process Guide

**Searching for work is a condition of receiving Reemployment Assistance benefits.**

### Requirements

Reemployment assistance (RA) claimants are required to complete one of the following each week:

- 5 work search contacts (3 work search contacts for counties with a population of less than 75,000)
- 1 CareerSource service appointment

To determine the number of work searches required in the county you live in, go to <https://www.floridajobs.org/docs/default-source/reemployment-assistance-center/work-search/florida-population-chart.pdf>.

### Valid Work Searches

- Applying for a job, including through Employ Florida
- Submitting a resume to an employer
- Attending a job fair
- Interviewing for a new job
- Phoning employers to arrange for a job interview
- Creating a profile on a professional networking site (such as LinkedIn)
- Attend a career service appointment with CareerSource

Other search options may count towards your weekly requirements; if in doubt, contact DEO.

### CareerSource Service Appointment Options

- Take a skills assessment
- Take a workshop
- Get job referrals and follow up on them

Find your local CareerSource Service Center by visiting <https://lcd.floridajobs.org/>.

## Work Search Log

Keep track of your searches, including this information:

- The date you contact potential employer (for example, the date you applied for a job)
- How you contacted them (in person, online, email)
  - In person: Provide the name of the business, complete physical address, and a telephone number
  - Online: Provide the website address you visited (for example, <https://www.co.bay.fl.us/491/Employment-Opportunities>)
  - Email: Provide a copy of the email you sent or received verifying your search
- Results of your search
- Type of work you searched for (the field or industry you looked for work in, such as “Construction”)

| WEEK 1           |  |  |                     |                        |  |
|------------------|--|--|---------------------|------------------------|--|
| Date<br>mm/dd/yy | Employer Name, Address,<br>Phone Number, Email or<br>Website | Method of<br>Contact   | Person<br>Contacted | Type of Work<br>Sought | Result of Employer<br>Contact  |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
| WEEK 2           |  |  |                     |                        |  |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
|                  |  | <input type="checkbox"/> Mail<br><input type="checkbox"/> Email<br><input type="checkbox"/> Fax / Phone<br><input type="checkbox"/> In Person<br><input type="checkbox"/> Internet |                     |                        | <input type="checkbox"/> Awaiting callback<br><input type="checkbox"/> Hired<br><input type="checkbox"/> No response<br><input type="checkbox"/> Not hiring<br><input type="checkbox"/> Promised hire date |
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## Need More Help?

**Public Library:** Libraries can help with many things, including letting you use a computer, printer, copier, scanner, or fax machine. Some libraries also have staff available who may be able to help guide you through the application process.

Find your local library at <https://myfloridalibrary.com/find/>.

**Florida Department of Economic Opportunity (DEO):** You can contact DEO (<https://floridajobs.org>) online or by phone:

### Online Contact Form

To contact DEO through their online contact form:

- Go to their website at <https://www.floridajobs.org>
- Choose **Reemployment Assistance Resources**
- Choose **? Reemployment Assistance Help Center**
- Choose **I am CLAIMANT**
- Complete the form based on your question

### Call DEO

You can call the Reemployment Assistance Customer Service Center at 833-352-7759 or 850-245-7105.

DEO offers special assistance to people who do not speak English as their primary language and those who have a limited ability to read, speak, write, or understand English. They also provide special assistance to people who need help filing a claim online because of legal reasons, computer illiteracy, language barriers, or disabilities.

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*We hope that you found this information helpful. Visit our YouTube channel at <https://tinyurl.com/2naxd95v> for more videos on applying for reemployment assistance benefits in Florida.*