

WORK SEARCH REQUIREMENTS FACT SHEET

Starting August 30, 2021, everyone filing for unemployment benefits must verify they are actively looking for a job. For more information and to apply for benefits, visit dcnetworks.org.

The D.C. Department of Employment Services (DOES) will reinstate Work Search requirements for claimants in accordance with federal law starting August 30. After a claimant files to receive unemployment benefits, they must show that they are actively trying to find suitable employment. This requirement applies to active claimants.

The basic work search requirement is to complete at least two work search activities each week.

A work search activity could be:

- Applying for jobs in person, by mail, phone, fax, online or email
- Attending a job fair
- Talking to former co-workers or other people in similar types of jobs to let them know your availability to work or obtain information about openings
- Contacting prospective employers
- Using an employment agency or placement service
- Participating in a workforce program or activity offered through DOES

Other important information to know:

- Claimants may submit a job application or résumé to the employer, or by following a hiring procedure established by the employer.
- Claimants are not allowed to submit multiple applications for the same jobs unless the employer's hiring circumstances have changed.

DOES may request to see a claimant's work search activities at any time from the effective date of the claim, so make sure you are keeping a detailed record of your work search efforts. Claimants should not send a work search record to DOES unless it is requested.

You may be denied unemployment benefits, or your benefits could be suspended if you do not submit your work search information upon request. If a claimant does not provide documentation upon request, this could result in disqualification and potential overpayment.

Claimants can access their portal at dcnetworks.org for more information and to apply for benefits.

Claimants must meet these requirements to remain eligible for traditional unemployment insurance or any benefit under the American Rescue Plan Act (ARPA).

The following programs are a part of the ARPA (will expire September 4, 2021):

Pandemic Unemployment Assistance (PUA)

Pandemic Emergency Unemployment Compensation (PEUC)

Federal Pandemic Unemployment Compensation (FPUC)

Mixed Earners Unemployment Compensation (MEUC)