

TRAINING AND EMPLOYMENT NOTICE	NO. 12-13
	DATE November 19, 2013

TO: STATE WORKFORCE AGENCIES

FROM: ERIC M. SELEZNOW /s/
Acting Assistant Secretary

SUBJECT: Unemployment Insurance (UI) Online Work Search Record

1. **Purpose.** To announce the availability of a new online technology tool to support documentation of claimant work search activities which states may integrate directly into their current UI and workforce IT system infrastructure or that can serve as a model for states to do their own programming.
2. **Background.** In September 2011, the U.S. Department of Labor (Department) provided supplemental grant funding for New York State to build a new technology tool that incorporates the necessary system linkages between the workforce and UI systems to effectively capture, organize, and share individual UI claimant work search activity information. The Department also facilitated a connection between the New York project team and the State of Washington to help ensure the project design could be replicable in other states. New York State used open source technologies when designing the tool in an effort to help more states replicate the product at a lower cost.

Work search continues to be one of the top root causes for UI improper payments. This tool is designed to reduce improper payments that result from faulty documentation of work search activities.

3. **Strategic Design.** With this online work search record, UI claimants who are certifying weekly benefits using the Internet can use this tool to list and record their work search activities conducted during the most recently completed week. This automated log of work search information is linked to the state's job center as one component of a larger career portfolio of information. The addition of weekly work search efforts to this larger workforce system will also directly link claimants to job openings and other valuable resources available to support and enhance their work search efforts. By making the work search record information directly available to job center career advisors, it improves their ability to serve the claimants seeking services or scheduled to receive services. In addition to claims certified via the Internet, UI claimants certifying via phone will receive a message highlighting the benefits of using the online work search record. When considering the implementation of this online tool to record work search activities, states are encouraged to integrate the tool within the claims process to support the continued claim certification eligibility determination requirement.

4. **Action Requested.** State workforce agencies may view a demonstration of the online tool to record work search activities at <https://www.workforce3one.org/view/5001326839884669519/info>.
5. **Inquiries.** The New York State Department of Labor will be available to provide technical assistance to the UI system to support state replication of this work search tool. Please direct comments, questions or requests for technical assistance to Brad Wiggins at 202-693-3742 or at wiggins.brad@dol.gov, or to the appropriate regional office.