

## What is a Work Search and Work Registration?

Work Search and Work Registration are part of the process that proves a claimant who is receiving state or federal Reemployment Assistance Benefits is able and available for work, as well as seeking employment. Beginning on May 30, 2021, all claimants will be required to complete Work Search requirements in order to continue receiving Reemployment Assistance benefits. We encourage all claimants to register with Employ Florida. However, registering with Employ Florida will only be required for new claimants who file a claim after May 29.

**ALL Claimants**  
Receiving Benefits

**Work Search**: the effort of searching for work, applying for jobs, updating your resume, etc.

**NEW Claimants**  
After May 29, 2021

**Work Registration**: creating an account at [EmployFlorida.com](https://www.employflorida.com) to access the latest job openings, post a resume, find career guidance, search for training and education programs, find information on local employers, etc.

## Work Search

### Who is required to complete the Work Search requirements?

All claimants are required to complete the Work Search requirements. This includes individuals who are furloughed, disabled, pregnant, self-employed, etc. Exceptions or exemptions to the requirement are as follows:

- If you reside in a low-population county, you are required to submit three contacts weekly. For more information about your county's population, click [here](#).
- If you are a union member, you are required to remain in good standing and maintain daily contact with your union.
- If you are furloughed or on a temporary layoff and will return to the same employer within 8 weeks of your last day of work, you are exempt from Work Search requirements.
- If you found new employment that has a begin date within 6 weeks, you are exempt from Work Search requirements.
- If you are a part of an approved training program through your local [CareerSource Florida center](#), you are exempt from Work Search requirements.
- If you have had jury duty for the majority of the week, you may be exempt from Work Search requirements that week.
- If you qualify for one of these exemptions and still receive a request for full Work Search information, please contact us at 1-833-FL-APPLY (1-833-352-7759) for assistance.

**Please Note:** Work Registration is not required for claimants who filed a claim after April 1, 2020 through May 29, 2021. All claimants will be required to complete Work Searches when requesting benefit payments after May 29, 2021.

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## **What information do I need to complete the required Work Search?**

You will need to provide the following information to answer the Work Search questionnaire as you complete your request for benefit payments in CONNECT:

- Date of contact with potential employer, business, job finder, etc.
- Method of contact- This means the platform you used in order to complete one of your required weekly work searches. If you used the following platforms:
  1. Business Visit- Provide the name of the business, including telephone number and complete physical address.
  2. Website Search- Provide the website URL you visited to complete your search.
  3. Email Communication- Provide a copy of the email sent or received verifying your Work Search.
- Results of your search- Be prepared to summarize the outcome of your Work Search.
- Type of work sought- Provide the field or industry in which you searched for work.

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## **What is considered a valid Work Search?**

The following examples will be considered as a valid Work Search. Please note, this list is not inclusive of all valid Work Search examples.

- Submitting an application for work.
- Submitting a resume to an employer.
- Applying for a job through the Employ Florida's web application at [EmployFlorida.com](https://www.employflorida.com)
- Attending a job fair.
- Applying for a job through an Internet job bank or directly through an employer's website.
- Interviewing for a new job.
- Telephoning employers to arrange for a job interview.
- Attend a career service session with your local [CareerSource Florida center](#).
- Creating a personal user profile on a professional networking site (Examples include LinkedIn or Indeed).
- Attend a training.
- Attend a resume writing class to prepare a resume.
- Use the Career or Job Market Explorer on [EmployFlorida.com](https://www.employflorida.com)

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## **How many Work Search contacts do I need to provide to the Department per benefit week?**

You are required to provide **five** Work Search contacts, depending your county's population, for each week of unemployment. This means you are required to submit a total of ten Work Search contacts when you request your benefit payments bi-weekly. For more information on completing the Work Search requirements in CONNECT, click [here](#). The following list contains exemptions or exceptions to providing the five required Work Search contacts per week:

- If you reside in a low-population county, you are required to submit three contacts weekly. For more information about your county's population, click [here](#).
- If you are a union member, you are required to remain in good standing and maintain regular contact with your union.
- If you are on a temporary layoff and will return to the same employer within 8 weeks, you are exempt

from Work Search requirements.

- If you are a part of an approved training program through your local [CareerSource Florida center](#), you are exempt from Work Search requirements.
- If you have had jury duty for the majority of the week, you may be exempt from Work Search requirements that week.
- If you qualify for one of these exemptions and still receive a request for full Work Search information, please contact us at 1-833-FL-APPLY (1-833-352-7759) for assistance.

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### **What if I can't reach the required number of employers in a week?**

You might need to meet with a representative at your local CareerSource Florida center to access reemployment services that will satisfy the Work Search requirement for that week. Meeting with your local CareerSource will qualify a claimant to meet the Work Search requirements for one week.

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### **When is a job refusal acceptable?**

Claimants are required to accept job offers for suitable work.

During the first 60 days a claimant collects Reemployment Assistance benefits, work will not be considered suitable if:

- it pays less than 90% of the claimant's average weekly wage during the base period; or
- it would require a material change in occupation for the claimant.

As the length of unemployment increases, offered work that may not have been suitable within the first few weeks of the claim may be considered suitable as prospects for desired work diminish.

Further, after an individual has received 25 weeks or more of Reemployment Assistance benefits in a single year, suitable work is a job that pays the minimum wage and is 120 percent or more of the weekly benefit amount the individual is drawing.

The Department will take into consideration any circumstances that compromise a claimant's health and safety.

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## **Work Registration**

### **Why is it required for new claimants to register for an account at [EmployFlorida.com](#)?**

The Employ Florida system offers a full range of features and services to assist job seekers and employers in their workforce development needs. We encourage all job seekers to utilize the resources available through Employ Florida. Employ Florida provides assistance in researching the job market, researching available careers and their qualifications, how much those jobs pay, and other topics of interest.

Employers can use the system to post their available job openings to a large pool of candidates, search for candidates using a wide variety of criteria, and research the local labor market.

#### **Individuals who have registered with Employ Florida have access to the following:**

- A personal file folder that contains information on saved searches, system settings, and other information.
- Career assessment tools, including skills matching, that help match a person's qualifications and abilities to specific occupations.
- A home page with customized news content.
- Creation of resumes and cover letters.

- Automated job searches that deliver job opportunities to your system message box, an e-mail address you provide, or both.

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## **What do I need to do when registering with Employ Florida?**

- 1- Create an account or access your existing account
- 2- Complete the background history
- 3- Upload a current resume or create a new one

### **You will need the following information to register a new account with Employ Florida:**

- Valid email address
- Social Security Number
- Names, addresses, and phone numbers of all your employers during the last 18 months
- The dates you worked and total earnings from each employer during the last 18 months
- Gross earnings for this week since 12:01AM Sunday
- Driver's license, state identification, voter registration number, or other type of ID that could verify your identity
- The name and local number of your labor union hall, if applicable
- If you are not a U.S. citizen, your alien registration number and work permit expiration date
- If you were in the military within the last 2 years, you will need your DD-214 form
- If you were a federal employee, you will need Form SF-50 or form SF-8 and check stubs or W-2 proof of earnings.

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## **What do I do when I complete my reemployment assistance application?**

1. **You are scheduled to return to the CONNECT system every two weeks to request your benefits.**  
Completing this process submits your request for payment during your weeks of unemployment, even when your claim is pending for review. It is important that you request your benefits within 7 days of your scheduled date regardless of your claim status.
2. **New claimants are required to register with Employ Florida.**  
When creating or updating your Employ Florida profile, you must provide a valid email address, upload or create a current resume, and complete background history on your profile.

**In order to remain eligible or you fall into one of the exemption categories listed above, you are required to complete a minimum of five Work Search requirements for each week you request Reemployment Assistance benefits.**

For every week you are claiming benefits, if you answer “no” or supply fewer than **five** Work Search contacts without a valid exception or exemption, you will be ineligible to receive benefits. Therefore, documented Work Search activity in advance of your biweekly CONNECT log-in to request benefits is extremely important.

You may be selected and scheduled for a mandatory appointment with your local CareerSource office. The office will provide one-on-one services to help create a reemployment plan. Your appointment notice will be mailed to you, so please ensure your address in both CONNECT and Employ Florida are up to date. Failure to participate in your scheduled appointment will result in a review of your eligibility and potentially delay or deny your benefits.

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### **Additional Notes:**

During the initial processing of your claim, many reviews of your eligibility for Reemployment Assistance benefits may occur. You will be mailed correspondence or sent an email reminder to check your CONNECT inbox based on your selected contact method. Please complete any requests for information as soon as possible to avoid any delays in determining your eligibility. Any correspondence received through U.S. Mail can be completed online as well.

A monetary determination notice, sent to your CONNECT inbox, will provide details on the weekly benefit amount you are eligible to receive each week of unemployment, the total balance of your claim (maximum benefit amount), as well as a history of your wages calculated to establish your claim.