



## WEEKLY WORK SEARCH REQUIREMENTS

### Frequently Asked Questions

**Q: How will I submit my work search if I don't have access to a computer?**

**A:** The preferred method for submitting your work search is online. Resource computers are available for your use at each GDOL career center. If you are unable to enter your work search online, you may download the Weekly Work Search Record, DOL-2798, on our website ([www.dol.state.ga.us](http://www.dol.state.ga.us)) and make copies to fax in each week. Please fax your weekly records to one of the following numbers: 404.525.3605, 404.525.3606 or 1.877.302.1573. Be sure to include your name and social security number on each form.

**Q: How many days of the week must I look for work?**

**A:** You are required to make a good faith effort to find another job which means seeking work several days each week. You are required to make and report at least three new, verifiable job contacts each week. Searching for work daily will increase your opportunities and result in a quicker return to work.

**Q: Where do I report my weekly work search on your website?**

**A:** You can report your weekly work search by selecting the Learn About Work Search Requirements under the "Let Us Help You" section on the GDOL home page.

**Q: What is acceptable when contacting the same employer multiple times?**

**A:** It is acceptable to report the same employer more than once when the methods of contact are different and the contacts made after the initial contact bring you a step closer to obtaining a job.

**Q: I am receiving EUC and was reporting two contacts per week on different days. Why must I now report three contacts?**

**A:** Effective February 24, 2013, eligibility requirements for all claimants changed. Claimants must report a minimum of three new, verifiable job contacts each week to GDOL by Internet or fax. These contacts are subject to audit and verification by GDOL. The contacts do not have to be made on different days.

**Q: Do I have to report a work search since I am Claimant Trainee and turn in my blue-slip every week?**

**A:** Claimant Trainees are not responsible for reporting work search. If you complete your classes and are no longer in the claimant trainee program, you will be required to report three new, verifiable work search contacts each week.

**Q: When I complete my training program, am I required to meet the weekly work search requirements?**

**A:** Yes, you must contact your local career center immediately to advise them you have completed your training. You will then be required to meet the weekly work search requirements.

**Q: Do I have to search for work now since I was told that I did not have to meet weekly work search requirements?**

**A:** If you are exempt under Georgia Employment Security Law, these do not apply to you. However, if your status changes at a later date and you are no longer exempt, you will be responsible for meeting the work search requirements.

**Q: What are the consequences if I fail to provide sufficient weekly work search contacts?**

**A:** Failure to provide at least three work search contacts weekly and meet all other eligibility requirements may result in a denial of benefits, delayed payment, or possible overpayment and penalties.