



Introduction to Florida's Reemployment Assistance Process

Part 2 –
Info You Will Need & Your Responsibilities

I feel I may qualify and want to file for Reemployment Assistance!

Before you do:

- Florida's Reemployment Assistance Program requires you to look for **5 jobs every week** (more on this later), starting the day the claim is filed.
- Their weekly tracking ends at 11:59 pm Saturdays.
- If you were laid off during this week, begin looking for 5 jobs per week when the new week begins on Sunday.
- If you have been unemployed all week and decide to file on a Friday, you have that day and Saturday to look for 5 jobs. If you want to allow more time, wait to file until Sunday or after, when the new week begins.

Waiting Week:

If qualified, your first week on Reemployment Assistance is known as a **waiting week**. You have to look for 5 jobs, but a benefit payment for this week will not be issued.

When do I receive my first benefit payment?

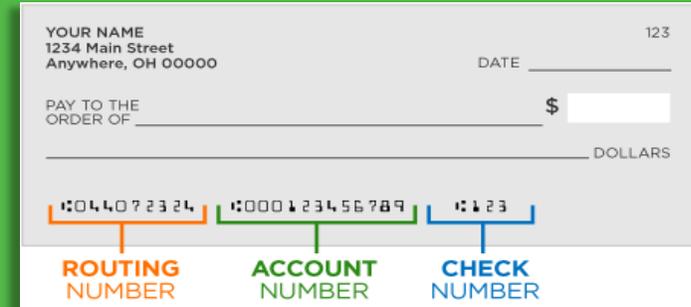
- It typically takes **three to four weeks** from the day the claim is filed to receive the first payment.
- A **Wage Transcript and Determination** form will be mailed to you about one week after filing the claim.
- If the claim is monetarily eligible, it will be reviewed to determine if you or a former employer have raised any issues that might prevent payment of benefits. **If there are issues**, they will be investigated and one or more determinations will be mailed stating if you actually will receive benefits. The determination is normally issued about six weeks from the date the claim was filed. You must be eligible on all issues in order to get paid.

Information needed to file:

- **Gross earnings** from each employer for the last 18 months, including this week since 12:01 AM Sunday
- Dates, names, addresses, and phone numbers of **all your employers during the last 18 months**
- Employer's **tax identification (FEIN) number** (this can be found on your **W-2** form from your employer)
- Your Social Security number (SSN), date of birth, address, and telephone number
- Driver's License, state Identification, or other type of ID that could verify your identity

Information needed to file (cont'd):

- If you want to receive benefit payments via **direct deposit**, you will need your **bank routing number** and **account number**:



YOUR NAME
1234 Main Street
Anywhere, OH 00000

DATE _____ 123

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

⑆044072324 ⑆000123456789 ⑆123

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

- The only other way to receive benefit payments is to have them loaded onto a **debit card** which Florida's Reemployment Assistance program will send you in the mail. You do not need a bank account to use this card. It is accepted anywhere debit cards are accepted and works just like other debit cards. If you need to make a cash withdrawal, use a **Wells Fargo, MoneyPass** or **PNC** ATM or you may be charged a service fee. You can check your balance for free at **eppicard.com**; if you call to check your balance more than 5 times a month, you will be charged \$0.50 per call.

Information needed to file (cont'd):

- **If not a US citizen:**
 - Alien registration number
 - Work permit expiration date
- **If in the military within the last 2 years:**
 - DD-214 form
- **If a federal employee:**
 - Form SF-50 or
 - Form SF-8 and check stubs or
 - W-2 proof of earnings

What if I can't use a computer?

All claimants applying for Reemployment Assistance benefits are required by Florida law to complete the online claim application unless the individual is:

- Unable to read or write effectively in a language in which the internet application is available (English, Spanish, or Creole).
- Physically or visually impaired which makes the individual unable to use a computer.
- Legally prohibited from using a computer.
- These individuals may instead call **1-800-681-8102**.

If you don't know how to use a computer, please have a friend or family member help with the application! We would love to fill it out for you, but we cannot. If you qualify for any of the exemptions above, please call the number listed.

The last **two things to remember** before filing are **critical!**

We get more questions and issues involving these than anything else!

Failure to complete these steps will result in benefits being denied.

Your first responsibility: You must look for five jobs every week

Remember, this starts the week the claim is filed. You can apply for jobs online, in person, on the phone, or by fax. You can apply for five jobs in a single day.

Regardless of how or when applications are made, the information needed is:

- **Date** of contact
- **Type of work** sought (Job title)
- **Business name** (if not provided, use website name)
- **Business address**, website or email address
- **Application method** (i.e. internet, phone)
- **Result of your search** (i.e. awaiting call back)

Record this info in a notebook, on a job search form provided at our centers - anywhere portable, if using our centers for internet access.

Five job searches: Exemptions and alternatives

- Union members who normally obtain work through a union may make their 5 contacts per week through their unions.
- Proof of work search efforts may not include the same prospective employer at the same location in three (3) consecutive weeks, unless the employer has indicated since the initial contact that they are hiring.
- The alternative to reporting 5 job searches is attending an **Employability Skills Workshop** at a CareerSource Suncoast center. These workshops cover a variety of topics from resume assistance to interview preparation to professional networking and more! Register at careersourcesuncoast.com. Please note:
 - You can attend each workshop one time only for work search credit.
 - The Computer Basics workshop does not count for work search credit.

What do I do with my job search records?

For now, keep them in a safe place - somewhere portable, if you plan on using our centers for internet access. You will eventually need them, as this presentation will explain.

Your second responsibility: Fully register on [EmployFlorida.com](https://www.employflorida.com)

- EmployFlorida is the state of Florida's free job search site.
- The state refers to this as **Work Registration**.
- Unlike reemployment, we **do** have staff access to EmployFlorida; we are happy to assist you with your EmployFlorida information. Your **entire** profile must be completed – General Info, Background, and Resume. You must include an email address. We have instructions available and can quickly determine if your profile is complete.
- Many people are already registered on EmployFlorida and unaware of it. **Check with us** and ask if you have a profile – this can save lots of time! If you've ever been on unemployment before or used our services in another county, this may apply.

Exemptions from EmployFlorida registration

- Unable to complete the online work registration due to illiteracy or a language impediment (for the purposes of this exemption, illiteracy includes the inability to effectively read, comprehend, and write English or Spanish, or to effectively use a computer).
- Not residing in Florida.
- On an established temporary layoff of not more than 8 weeks from the date he or she last worked for employer.
- A union member who customarily obtains employment through a union hiring hall.
- Participating in an approved short-time compensation (STC) plan.
- Physically, mentally, or visually impaired which makes the individual unable to use a computer.
- Legally prohibited from using a computer.

If you believe you are eligible for an exemption, please call **1-800-681-8102**.

Isn't there another responsibility – a “Skills Review”?

Maybe you know someone who used to receive Reemployment Assistance and mentioned having to complete a Skills Review, or you previously had to complete one. As of July 1, 2014, this is **no longer a requirement** of filing for Reemployment Assistance.