

“Don’t Lose Your Benefits!”

When Filing for Unemployment Benefits, Claimants Urged To Track Job Searches, Visit Their Local American Job Center

(Wethersfield) November 14, 2018 – The Connecticut Department of Labor is urging claimants filing for unemployment insurance to keep track of their weekly job search efforts to remain in compliance and avoid losing their benefits.

The agency has updated its online [Work Search Log](#) to help claimants document their efforts to find new employment, and is also encouraging residents to use services and programs at their local [American Job Center](#) that are designed to get people back to work more quickly.

“American Job Centers located throughout the state offer no-cost job search services that include résumé writing assistance, workshops to upgrade interview or computer skills, and career specialists – all available to help maximize an individual’s reemployment efforts,” noted State Labor Commissioner Kurt Westby.

“While unemployment insurance provides that all-important lifeline while looking for a new job, work search ensures the integrity of the program and is an important requirement for eligibility at both the state and federal level,” Westby added. “Claimants can be denied benefits for any week they have not documented their efforts to find new employment. Therefore, our message is two-fold: visit an American Job Center for help in finding new employment, and accurately track your weekly work search efforts until you find that new job.”

To provide additional assistance to claimants, the agency has created new outreach materials in English and Spanish that convey the messages in a clear manner, yet also point out the consequences. An illustration on the weekly job search log helps point out the importance of keeping a weekly record of all employers contacted, including employer’s name, address and phone number or email; date of contact; method used to make the contact; and type of work being sought. The same illustration is also being used on web banners and social media messages, with reminder posters displayed in English and Spanish at the *American Job Centers*.

(More)

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Claimants are encouraged to visit www.JobCenterCT.com for additional information about the *American Job Centers* and re-employment services offered in each office. The site lists workshop schedules, local hiring events, directions to an office, and links to the *CTHires* online job bank and employment network. The agency is also mailing letters to claimants that will soon exhaust their 26 weeks of unemployment benefits, which includes the addresses of all every job center.

“No one wants to lose their job, but if this should occur, the Labor Department is here to support our residents while they look for new employment,” Westby said. “Since unemployment benefits are paid by the business community, we also have a responsibility to ensure the program meets all state and federal integrity standards. This newest initiative is designed to protect those needing temporary help, as well as those that financially support the state’s unemployment insurance program.”

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Sample portion of CTDOL’s updated Work Search Log
(for Spanish version [click here](#))



It is Important to Complete Your Weekly Job Search Log

When you are collecting unemployment benefits, the law states that you must make reasonable efforts to find employment each week. As a reminder, keep a weekly record of all the employers you contact, including:

- ✓ Employer’s name and address
- ✓ Date of contact
- ✓ Contact person
- ✓ Method of contact
- ✓ Type of work you looked for
- ✓ Telephone number

Also please note, you may be randomly selected for an audit of your unemployment claim. You must be able to provide the auditor with all information about your job search efforts as described above. Failure to provide this information could result in you being retroactively denied benefits for unemployment and liable to repay the benefits you received.