

WorkForce West Virginia

Important Notice Regarding Work Search Activities

1900 Kanawha Boulevard East

Building 3, Suite 300

Charleston, WV 25305

In accordance with the Jobs and Reemployment Act (§21A-6-1d), WorkForce West Virginia is implementing new requirements for individuals seeking unemployment benefits. To remain eligible, you must actively seek full-time work by completing work search activities. Details of this new law are listed below:

Work Search Activities

Starting July 1, 2024, you must perform at least four (4) work search activities each week to maintain your eligibility for unemployment benefits. You must also document and retain proof of your four (4) work search activities each week and submit this documentation to WorkForce West Virginia upon request by the agency. To simplify this process, you can upload proof of your work search activities during each weekly certification. This proactive approach allows you to provide your proof immediately, reducing the burden of retaining it and preventing future requests from the agency for this information. Failure to complete the required work search activities or to provide adequate proof may result in the delay or denial of your unemployment benefits for that week. For your convenience, a chart outlining acceptable work search activities and acceptable proof of work search activities are provided on the back of this notice.

Job Referrals and Suitable Work

WorkForce West Virginia may refer you to suitable job openings. You must apply for referred jobs within one (1) week of receiving the referral and accept employment if offered. Failure to apply for a job when directed by WorkForce West Virginia, or failure to accept a job offer, may result in a disqualification of benefits and a reduction of total benefits available to you.

Employer Reporting

Employers who receive referrals from WorkForce West Virginia must report any refusal of job offers by individuals receiving unemployment benefits and must also report those who accept but leave or are dismissed within six (6) weeks of starting employment.

Exceptions

The following individuals are exempt from work search activities:

- Those who have been summoned for jury duty
- Those who are in approved vocational training
- Members in good standing of a union hiring hall
- Individuals receiving Low Earnings Reports
- Individuals receiving Short-Time Compensation benefits

Questions

For questions regarding this notice, contact WorkForce West Virginia at 1-800-252-JOBS (5627).

Name of Activity	Acceptable Work Search Activity by Category You must complete four (4) work search activities each week	Acceptable Proof of Activity by Category You must provide proof of four (4) work search activities each week
Registering for Work	Sign up with the state's labor exchange system by going to: https://macc.workforcewv.org/ . You may also sign up with placement firms, temporary work agencies, or educational institutions with job placement offices.	Confirmation email or registration certificate from the state's labor exchange system, placement firm, temporary work agency, or educational institution's job placement office.
Online Job Search	Log on and search for jobs in the state's labor exchange by going to: https://macc.workforcewv.org/ . You may also log on and search for jobs in other online job matching systems.	Screenshots or printouts showing the date and time of logging on and searching for jobs on the state's labor exchange or other job matching system.
Reemployment Services	Use services in job centers (WorkForce West Virginia local offices) or complete similar online/self-service activities such as: <ul style="list-style-type: none"> • Accessing labor market and career information, • Participating in Reemployment Services and Eligibility Assessment activities, • Participating in skills assessments for occupational matching, instructional workshops, or other specialized activities. 	<ul style="list-style-type: none"> • Certificates of completion, appointment confirmations, or activity logs from job centers or online reemployment services. • Screenshots or printouts showing participation in Reemployment Services and Eligibility Assessment activities, skills assessments, workshops, or other specialized activities.
Job Applications and Referrals	Complete job applications for employers that have, or are reasonably expected to have, job openings, or follow through on job referrals directed by WorkForce West Virginia staff.	<ul style="list-style-type: none"> • Copies of submitted job applications, confirmation emails from employers, or application submission receipts. • Documentation of job referrals as directed by WorkForce West Virginia staff.
Employment and Training Services	Apply for or participate in services provided by partner programs in job centers (WorkForce West Virginia local offices).	Proof of application or participation, such as enrollment confirmation or participation certificates from partner programs in job centers.
Networking Events	Participate in work-related networking events such as job clubs, job fairs, industry association events, or networking groups.	Registration confirmations, event badges, or participation certificates from job fairs, industry association events, or networking groups.
Employer Contacts	Contact or visit employers that have, or are reasonably expected to have, job openings.	<ul style="list-style-type: none"> • Work Search Activity Logs with detailed dates, times, address, phone number, and names of employers contacted or visited. • Business cards, emails, or letters from employers acknowledging contact or visits.
Civil Service Examinations	Take civil service exams.	Examination registration confirmation, appointment letters, or exam completion certificates or test results.
Job Interviews	Attend in-person, phone, or virtual interviews.	<ul style="list-style-type: none"> • Confirmation emails, interview appointment letters, or any correspondence confirming the interview. • Interview feedback forms or notes.