



**Division of Workforce
Development and Adult Learning
(DWDAL)**
Policy Issuance

PI 2025-08 Reemployment Services and Eligibility Assessment Program | July 1, 2025

TO Division of Workforce Development and Adult Learning (DWDAL) staff

FROM DWDAL
Maryland Department of Labor (MD Labor)

SUBJECT Reemployment Services and Eligibility Assessment Program (RESEA)

PURPOSE To provide staff with clear expectations for their roles and performance, support consistency in the quality and content of services, and promote the seamless integration of the RESEA program with the full range of programs and resources available through the workforce system.

ACTION Local Area directors, American Job Center Reemployment Program Directors, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available on the [MD Labor website](#).

EXPIRATION Until Cancelled.

QUESTIONS	Suja Joseph Statewide Director of Reemployment Programs DWDAL 410.609.7125 suja.joseph@maryland.gov	Lauren Gilwee Director, Policy DWDAL 410.767.2268 laurene.gilwee@maryland.gov
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PREPARED BY Dylan McDonough, Senior Policy Analyst, DWDAL, MD Labor

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CANCELLATIONS

The following are hereby cancelled, replaced, and archived by this policy issuance:
Policy Issuance 2022-09, "Reemployment Services and Eligibility Assessment Program,"
dated September 25, 2022.

Archived policies are available at <http://www.labor.maryland.gov/employment/mpi/>.

EXECUTIVE SUMMARY

The United States Department of Labor developed the Reemployment Services and Eligibility Assessment (RESEA) program to enhance the impact of the workforce system by connecting Unemployment Insurance (UI) claimants with the wide range of employment and training services available through the nation's workforce system.

More specifically, the goals of the RESEA program are to:

1. Reduce UI duration through improved employment outcomes;
2. Strengthen UI program integrity;
3. Promote alignment with the vision of the Workforce Innovation and Opportunity Act (WIOA); and
4. Establish RESEA as an entry point to other workforce system partners.

MD Labor's Division of Workforce Development and Adult Learning (DWDAL) and the Division of Unemployment Insurance (MDUI) jointly administer the RESEA program. DWDAL is responsible for managing the delivery of RESEA programming, and MDUI is responsible for determining and verifying eligibility for UI benefits for RESEA participants.

UI claimants must participate in RESEA programming to maintain their UI benefits, unless they meet certain allowable exclusions.

MD Labor staff must ensure that UI claimants are enrolled into the Maryland Workforce Exchange (MWE) and that all services received by the claimant are put into MWE with the appropriate service codes.

GENERAL INFORMATION

WORKFORCE INNOVATION AND OPPORTUNITY ACT

WIOA was signed into law on July 22, 2014 and went into effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. To help both businesses and job seekers meet their needs, the workforce system established under WIOA is integrated by design. WIOA envisions connecting businesses with job seekers through meaningful partnerships among workforce, education, human services, and economic development entities to ensure optimum results and leveraging of resources. The law addresses the needs of job seekers by establishing a workforce system that helps them access employment, education, training, and support services to succeed in the labor market. Through the American Job Centers (AJCs), WIOA works to address employer needs by matching them to the skilled workers they need to compete in the global economy.

OVERVIEW OF THE RESEA PROGRAM

The United States Department of Labor (USDOL) launched the Unemployment Insurance (UI) Reemployment and Assessment (REA) program in 2005 to assist state workforce agencies in addressing the individual reemployment needs of UI claimants, and preventing and detecting improper UI payments. Participation of UI claimants in REA was mandatory in states that volunteered to implement the program. Beginning in fiscal year (FY) 2015, REA transitioned to the Reemployment Services and Eligibility Assessment (RESEA) program. Like REA before it, the USDOL developed the RESEA program to enhance the impact of the workforce system by connecting UI claimants and recently separated veterans transitioning from active duty with the wide range of employment and training services available through the nation's workforce system. Based on the RESEA program's proven effectiveness, the program gained permanent authorization under the Bipartisan Budget Act of 2018.¹

Program Goals

The goals of the RESEA program are to:

1. Reduce UI duration through improved employment outcomes;
2. Strengthen UI program integrity;
3. Promote alignment with the vision of the Workforce Innovation and Opportunity Act (WIOA); and
4. Establish RESEA as an entry point to other workforce system partners.

¹ PL 115-123, 132 Stat. 64, Title VIII (2018), available at <https://www.congress.gov/115/plaws/publ123/PLAW-115publ123.pdf>.

Target Populations

Maryland's RESEA program targets two populations:²

1. UI claimants determined to be most likely to exhaust benefits; and
2. Transitioning veterans receiving Unemployment Compensation for Ex-Service members (UCX).

Eligibility Determination Process

In order for an individual to be selected to participate in the RESEA program, the Maryland Department of Labor (MD Labor) Division of Unemployment Insurance (MDUI) must first determine that the individual is eligible to receive UI benefits. The MDUI determines claimant eligibility for benefits based on standard or alternate base period wages, the reason for separation from employment, able and available status, and active search for work compliance, in accordance with the Maryland UI law. The MDUI is exclusively responsible for determining a UI claimant's initial and ongoing eligibility to receive UI benefits. Division of Workforce Development and Adult Learning (DWDAL) staff must notify individuals selected to participate in the RESEA program ten business days in advance of their scheduled RESEA appointment.³

MARYLAND'S APPROACH TO THE RESEA PROGRAM

The DWDAL and MDUI jointly administer the State's RESEA program. State workforce staff funded under the RESEA grant coordinate and facilitate RESEA workshops both in-person in AJCs throughout the State, as well as virtually, making it easy for participants to smoothly transition from developing an Individual Reemployment Plan (IRP) to accessing services that will help them quickly regain employment.

² Both targeted populations exclude claimants who meet one or more of the allowable exclusions from participation described in the "Allowable Exclusions From Participation" section of this policy issuance.

³ More information on the Appointment Letter RESEA facilitators should use to contact selected participants is provided on page 7 of this policy issuance.

RESEA PROGRAM COMPONENTS

RESEA PROGRAM ROLES

This section describes the roles and responsibilities of the MDUI and the DWDAL staff in the implementation of the RESEA program.

MDUI

The Division of Unemployment Insurance (MDUI) administers the funding for the Reemployment Services and Eligibility Assessment (RESEA) Grant and performs activities related to determining and verifying the Unemployment Insurance (UI) eligibility of claimants within the BEACON data system.⁴ MDUI staff must:

1. Engage with DWDAL to jointly plan and administer Maryland's RESEA program;
2. Determine claimant eligibility for UI benefits;
3. Provide guidance to UI Claim Center Staff, including Claim Takers and Adjudicators;
4. Collaborate with DWDAL to ensure staff are appropriately trained on UI eligibility requirements;
5. Participate in RESEA workshops to conduct Q & A sessions;
6. Engage in the RESEA reporting process;
7. Provide technical and procedural support for the RESEA program;
8. Process information received about UI claimants from RESEA facilitators;
9. Verify and adjudicate ongoing UI eligibility of RESEA participants; and,
10. Collaborate with DWDAL to prepare an annual RESEA grant proposal.

DWDAL

The Statewide Director of Reemployment Programs (SDRP) in the DWDAL Office of Workforce Development (OWD) is responsible for developing, implementing and evaluating the RESEA program on behalf of DWDAL. In addition, the SDRP serves as the primary liaison between the MDUI and the OWD.

The SDRP oversees and coordinates the RESEA program. The SDRP must:

1. Engage with the MDUI to jointly plan and administer Maryland's RESEA program;
2. Oversee/coordinate statewide delivery of RESEA workshops with American Job Center staff;
3. Deliver quarterly staff training and collaborate with the MDUI to ensure staff are appropriately trained on UI eligibility requirements;
4. Ensure timely data entry; and
5. Prepare the annual RESEA grant proposal in consultation with DWDAL leadership.

⁴ More information on BEACON can be found on MD Labor's website:
<https://labor.maryland.gov/employment/uibeaconoverview.shtml>.

Reemployment Program Directors (RPDs) (or designees) within the American Job Centers are responsible for managing the delivery of RESEA workshops in their Local Area. RPDs (or designees) must:

1. Supervise local RESEA facilitators; and
2. Ensure successful local implementation of the RESEA program.

RESEA facilitators interface directly with RESEA participants. They must:

1. Send information to RESEA participants through the participant's MWE inbox that includes a scheduled RESEA workshop session at a local AJC at least 10 business days in advance of the session date. Participants may request additional methods of receiving information, such as physical mail and e-mail, if desired;
2. Contact RESEA participants at least twice prior to scheduled workshops to ensure maximum participation.⁵ Examples for how to contact participants can be found in ***Attachment H – Email Template for Additional Touch Points – English*** and ***Attachment I – Email Template for Additional Touch Points – Spanish***;
3. Provide group workshops and work individually with RESEA participants, either virtually or in-person, to develop IRPs and refer them to two additional reemployment related services;
4. Reschedule RESEA workshop sessions per guidelines in the policy;
5. Schedule customers who are still unemployed by the 10th week for a subsequent RESEA session;⁶
6. Follow-up with RESEA workshop participants within 30 to 45 calendar days following workshops to confirm they have received services, assess their progress in becoming reemployed, and provide them with additional assistance, as needed;
7. Enter required data in the Maryland Workforce Exchange (MWE); and,
8. Update attendance status within 3 business days and add a case note if necessary. Additionally, the facilitator must add a UI Reportable case note and status, as well as report suspicious or fraudulent claim activity, if needed.

Attachment A - The Organizational Flow Chart for the RESEA Program provides a high-level summary of how RESEA roles and functions are distributed to DWDAL and MDUI staff.

SELECTING RESEA PARTICIPANTS

RESEA services are offered to individuals who are eligible for UI benefit receipt. In accordance with federal guidance,⁷ Maryland must select RESEA participants no later than the fifth week of the claim series and promptly schedule them for a RESEA workshop. The fifth week in the

⁵ Detailed information on the required email touchpoints RESEA facilitators must use when contacting RESEA participants prior to scheduled workshops is included on page 8 of this policy issuance.

⁶ Session could be group or one-on-one.

⁷ U.S. Dep't of Labor, Advisories (2025), U.S. Department of Labor, <https://www.dol.gov/agencies/eta/advisories>.

claim series is the fourth week following the week in which the claimant files an initial claim. If the claimant has not yet established monetary eligibility for benefits or is not yet eligible because, for example, a nonmonetary issue is pending adjudication, the claimant may be selected during the first week that they claim benefits after being determined eligible for benefits.

UI Claimant Registration in the MWE

When a UI claimant files a claim for benefits in the MDUI's data system, certain information collected as part of the claim is automatically transferred to the MWE system, registering the UI claimant in MWE.⁸ This MWE registration only includes a basic level of information about the individual. UI claimants selected to participate in a RESEA workshop must enter their resume into the MWE system prior to attending the scheduled workshop session. UI claimants must complete a resume in MWE, participate in a RESEA workshop, and fulfill their obligation to actively search for work and seek reemployment in order to maintain their eligibility for UI benefits.⁹ More information on MWE registration is available at <https://mwejobs.maryland.gov/vosnet/Default.aspx>.

ALLOWABLE EXEMPTION FROM PARTICIPATION

UI claimants selected to participate in the RESEA program are not required to complete program components if they meet any of the following conditions:

1. Claimant is laid off for 10 weeks or less, as documented by the MDUI;
2. Claimant has a verified return to work date within 14 calendar days following the scheduled RESEA workshop (To qualify for this exclusion, the claimant must provide documentation on or before the date of the scheduled RESEA workshop that includes a copy of the employment letter of offer or the starting date of employment, company name, address, phone number and job title. DWDAL must submit documentation to the MDUI.);
3. Claimant is a member of a union and is actively seeking work through the union hiring hall, as documented by the MDUI;
4. Claimant has moved out of State (with certain exceptions¹⁰);
5. Claimant attended one RESEA orientation within the last 12 months;
6. Claimant is participating in approved training;
7. Claimant is a Private Bus Driver who is on temporary layoff (not including a labor dispute) for 10 weeks, or for up to 12 weeks with special exemption from the MD Labor Assistant Secretary of Unemployment Insurance;
8. Claimant is no longer receiving UI;
9. Claimant is already reemployed full-time; and/or,
10. Other exemptions as approved by the DWDAL Assistant Secretary (or designee).

⁸ This satisfies the UI claimant's registration requirement, for UI purposes, under [Enrollment with a public employment office](#), Md. Code Ann., Lab. & Empl. § 8-902 and [COMAR 09.32.02.01 et. seq.](#)

⁹ [Ability to work and availability for work](#), Md. Code Ann., Lab. & Empl. §8-903.

¹⁰ UI claimants must attend RESEA sessions offered through Maryland's workforce system unless able to document participation in another state during the claim period.

In the event that a claimant has been approved for an exemption based on one of the above allowable exceptions, UI staff should immediately resolve any related issue(s) on the claimant's account and ensure that benefits are restored in a timely manner.

Approved Training Exemption Process

MD Labor must approve, in writing, a claimant's training and/or school participation prior to the claimant's exemption from RESEA program activities. Any claimant that stops participating in RESEA program activities prior to receiving MD Labor approval may experience a suspension or denial of UI benefit receipt.

The following are the required steps for receiving approval:

1. Claimant informs DWDAL and/or MDUI of their participation, or desire to participate, in training and/or school;
2. UI staff meet with the claimant to get information about the training and/or school. From there, MDUI staff input information into BEACON to generate an exemption form;
3. The form is then sent to the DWDAL Director of OWD (or designee), who, in consultation with UI, determines if the training and/or school meets the exemption criteria. When making this determination, the OWD Director must follow the guidelines set forth in Code of Maryland Regulations [09.33.01.06](#);
4. DWDAL and/or UI staff must inform the claimant if their training and/or school is approved.

NOTIFYING RESEA PARTICIPANTS

Required Notification Documents

Local RESEA facilitators must contact each selected UI claimant via their MWE inbox, email, and/or mailing to inform them that they have been selected for mandatory participation in the RESEA program. RESEA facilitators must include the materials described in the following table in the notification email or mailing:

Document Name	Purpose
Appointment Letter	<p>The appointment letter includes information on:</p> <ol style="list-style-type: none">1. The date, time, and location/virtual joining instructions of the workshop the individual must attend;2. Instructions for completing MWE registration;3. Contact information for the RESEA facilitator;4. Information on cancellations due to inclement weather;5. Instructions for requesting a workshop delivered in Spanish;6. Instructions for requesting accommodations for individuals with disabilities; and

Document Name	Purpose
	<p>7. Childcare expectations.¹¹</p> <p>RESEA facilitators should contact the SDRP for the most updated version of the Appointment Letter.</p>
UI Questionnaire and Reemployment Activities Log	<p>The UI Questionnaire captures information on the claimant's employment background as well as information that helps the facilitator determine if there are any potentially disqualifying eligibility issues that should be reported to the MDUI. The claimant must complete the UI Questionnaire and Reemployment Activities Log in advance of attending the RESEA workshop. After completing the RESEA Workshop, UI Claimants must record their reemployment activities in the MWE. Instructions for using MWE are available at www.labor.maryland.gov/employment/uirex.pdf.</p> <p>UI claimants who are unable to access/record reemployment activities in MWE may use a paper version of the Reemployment Activities Log.¹² However, claimants must not bring paper logs to the sessions on a weekly basis. Additionally, those who record using a paper log must retain the log for a period of 3 years after the last benefit payment or until all audit and litigation issues are resolved, whichever is later.¹³ The MDUI may ask UI claimants to provide proof of reemployment activities throughout the duration of their claim. Claimants who do not provide proof of reemployment activities may be disqualified from receiving benefits. For a template of the UI Questionnaire and Reemployment Activities Log, see:</p> <ol style="list-style-type: none"> 1. Attachment B – UI Questionnaire and Reemployment Activities Log – English; and 2. Attachment C – UI Questionnaire and Reemployment Activities Log – Spanish.
Work Search Agreement	<p>The Work Search Agreement outlines the requirements RESEA participants must satisfy to maintain UI benefits. For a template of the Work Search Agreement, see:</p> <ol style="list-style-type: none"> 1. Attachment D – Work Search Agreement – English; and 2. Attachment E – Work Search Agreement – Spanish.

¹¹ RESEA participants are not allowed to bring children to workshop sessions.

¹² If a claimant brings a paper log to the RESEA workshop, the facilitator must scan and e-mail the document to UI.REA@maryland.gov mailbox so it can be uploaded to BEACON. Facilitators are encouraged to show claimants how to record reemployment activities in the MWE.

¹³ More information on Record Retention can be found in the "Record Retention" subsection later in this policy.

Document Name	Purpose
Individual Reemployment Plan (IRP)	<p>The RESEA facilitator and participant must collaboratively complete the IRP, which describes the RESEA participant's plan of action for regaining employment. The IRP must contain specific steps the claimant agrees to follow, including reporting to and participating in a minimum of two Reemployment Activities determined to be most likely to result in reemployment or referral to career-related training. For a template of the IRP, see:</p> <ol style="list-style-type: none"> 1. <i>Attachment F – Individual Reemployment Plan – English;</i> and 2. <i>Attachment G – Individual Reemployment Plan – Spanish.</i>

Email Touch Points

Mathematica Policy Research tested the effectiveness of simple encouragement emails in increasing the level of attendance at and completion of state-run reemployment programs among UI claimants.¹⁴ Results of the test revealed that encouragement emails led to a 15 percent increase in scheduling rates for reemployment sessions and a 14 percent increase in RESEA completion rates. Based on the demonstrated impact of this practice, RESEA facilitators are required to include email, telephone, or text touch points into their communication process to reinforce the importance of preparing for and attending scheduled workshops. At a minimum, RESEA facilitators must ensure the MWE system is set up to automatically send workshop participants two emails prior to scheduled workshops. The first email must be sent five calendar days prior to the scheduled workshop. The second email must be sent three calendar days prior to the scheduled workshop.

See the following attachments for template email language in English and Spanish:

***Attachment H – RESEA Participant Email Templates – English; and
Attachment I – RESEA Participant Email Templates – Spanish.***

RESEA SERVICE COMPONENTS

The RESEA program is comprised of a menu of service components designed to help UI claimants identify and overcome potential employment barriers and quickly return to work. The MDUI may delay or deny benefits for claimants who fail to complete all prescribed RESEA program components.

Per [UIPL 8-18](#), the following core components must be included in the initial RESEA workshop:

1. *Provide information and access to AJC services.* This includes the provision of referrals to at least two reemployment services to be completed within 45 calendar days, and/or training as appropriate, to support the RESEA participant's return to work. All RESEA program services must be provided either virtually or in-person. However, the

¹⁴ <https://www.dol.gov/sites/dolgov/files/OASP/legacy/files/14-50291-UIREA-FinalBrief-20170511.pdf>

location at which these services are provided can be within the AJC or at another location.

2. *Provide customized labor market and career information.* The Labor Market Information (LMI) team at the DWDAL publishes a wide range of valuable data that can benefit both jobseekers. LMI data can empower UI claimants to make informed decisions about where to apply and which skills to develop to maximize their job prospects.
3. *Conduct a UI eligibility assessment.* The eligibility assessment must include a staff review of reemployment activities and referral to adjudication, as appropriate, if an issue or potential issue is identified. To meet reemployment requirements, claimants must record at least three reemployment activities each week during which the claimant receives UI benefits. UI claimants are strongly encouraged to record reemployment activities in the online MWE System, but may use a paper version of the Reemployment Activities Log if unable to access/use the MWE system.
4. *Enroll participants in Wagner-Peyser Act funded Employment Services.* Enrollment in Wagner-Peyser Employment Services must be accomplished by staff as part of the one-on-one service component. Staff must recheck in three business days to ensure the participant is still active in the Wagner-Peyser program. Additionally, RPDs must run appropriate MWE reports to check for incomplete Wagner-Peyser applications.
5. *Provide one-on-one support.* Staff must work with the RESEA participant to ensure they enter a resume into MWE and develop and implement an IRP.

When creating an event for a RESEA orientation within the MWE, staff must ensure that the following services and codes are input into the calendar event:

1. Labor market information (MWE Code 107);
2. Staff-assisted assessment (MWE Code 108);
3. Individual Reemployment plan (MWE Code 142);
4. RESEA orientation (MWE Code 193); and,
5. RESEA referral (MWE Code 194).

In addition to the above required services, staff are encouraged to offer and document the following additional services:

1. Workshops (MWE Code 104);
2. Resume-preparation assistance (MWE Code 115);
3. Job-search workshop (MWE Code 132); and,
4. Reemployment Services (MWE Code 138).

Any **subsequent** RESEA events must include the above services within the calendar event in the MWE, as well as the 10-week follow-up code (R12).

DWDAL staff must ensure that attendance at RESEA orientation/workshops and services delivered for claimants are entered into the MWE with the appropriate code within three business days of participation.

RESCHEDULING RESEA PARTICIPANTS FOR A WORKSHOP

Participation in the RESEA workshop is mandatory for UI claimants selected for the program, unless they have an allowable exclusion. Generally, if a claimant fails to report for a scheduled RESEA workshop session without notifying their facilitator in advance, the RESEA facilitator must refer the UI claimant to the MDUI for adjudication. MDUI adjudication may result in the delay or denial of UI benefits.

There are certain circumstances under which RESEA facilitators may allow UI claimants to reschedule a workshop date without having to notify the MDUI. RESEA facilitators are not required to report participants to the MDUI for adjudication for missing a scheduled workshop if the participant provides the required advance notice and the absence is caused by an allowable circumstance. The table below lists the circumstances under which facilitators may allow RESEA participants to reschedule, along with the documentation participants must provide for specific circumstances:

Allowable Circumstances and Support Documentation for Rescheduling RESEA Workshops	
Circumstances to Allow Reschedules	Required Documentation
Job Interview	The RESEA participant must provide the location, time, and date of the job interview. If the job interview is in the morning and the RESEA session is in the afternoon, the participant may still be required to attend the RESEA workshop.
Jury Duty	The RESEA participant must provide written proof of jury duty.
Previously scheduled medical appointment for the RESEA participant or a dependent of the participant	The RESEA participant must provide the time and date of the appointment. If the appointment is in the morning and the RESEA workshop is in the afternoon, the participant may still be required to attend the workshop session.
Need for an interpreter or disability-related assistance	No documentation is required.
Death of an immediate family member (i.e. parent, sibling, spouse, or child)	The name of the deceased and his/her relationship to the UI claimant may be requested, as well as other documentation, at the discretion of the RESEA facilitator. RESEA facilitators must allow up to five business days for participants to provide documentation and reschedule, and must work with claimants who communicate having difficulty meeting that deadline. RESEA participants must provide documentation at the rescheduled workshop.
Inclement weather (e.g., schools are closed in the area of the workshop)	No documentation required.
Signs of a Communicable Disease	No Documentation Required

If a participant contacts their facilitator to reschedule in advance of their scheduled workshop due to an allowable circumstance or with a reasonable explanation, the facilitator may reschedule the participant for the *next available workshop*.

STAFF TRAINING

The SDRP must deliver quarterly statewide training to RESEA workshop facilitators to support consistent program quality and effectiveness, and to ensure staff are equipped to conduct proper reporting and data entry. In addition to quarterly training, the SDRP must coordinate any technical assistance as needed by RESEA staff on an ongoing basis.

RESEA facilitators must have sufficient training to conduct a thorough eligibility assessment and detect eligibility issues requiring UI adjudication. The MDUI must provide technical staff guidance and training to ensure RESEA facilitators are knowledgeable on UI eligibility requirements.

PERFORMANCE ACCOUNTABILITY

USDOL expects the State of Maryland to use federal RESEA program funding to provide the quality service outlined within this policy issuance. Labor must monitor RESEA program implementation to ensure performance goals are met. Per USDOL guidance, the State must take corrective action with any Local Area that is not meeting the State's expectations for performance, data tracking, and reporting requirements.

The DWDAL and MDUI jointly collect and report performance data for the RESEA program on a quarterly basis using the Employment and Training Administration (ETA) 9128 – Reemployment Services and Eligibility Assessments Workload form. UIPL 9-24 provides the most up-to-date version of the form.

The SDRP must ensure that processes and procedures are in place to collect data elements #1 through #6 listed in the ETA 9128. The MDUI is responsible for ensuring processes and procedures are in place to collect data elements #7 through #22.

REPORTING, MONITORING, AND RECORD RETENTION

REPORTING

Accurate and timely reporting is critical to the success of the RESEA program. Data collected from Maryland's RESEA program is part of the larger body of data collected nationwide to be included in reports to Congress that demonstrate the program's value and inform budget decisions. Maryland must submit reports to the USDOL ETA on a quarterly basis.

Administrative and Fiscal Reporting

The MDUI is responsible for submitting the administrative and fiscal reports for the RESEA program. DWDAL staff must work with the MDUI to provide certain data elements for these reports. The table that follows summarizes administrative and fiscal reporting requirements for the RESEA program.

Name of Form	Who submits the form to USDOL?	Submission Timeline
ETA 9128 – Reemployment Services and Eligibility Assessments Workload	MDUI	On the 20th day of the second month following the end of the reporting quarter
ETA 9129 – Reemployment Services and Eligibility Assessments Outcomes	MDUI	On the 20th day of the second month following the end of the reporting quarter
ETA 9178 – Quarterly Narrative Progress Report ¹⁵	MDUI	45 days following the end of the quarter
ETA 9130 – Quarterly Financial Report	Office of Administration	45 days following the end of the quarter

More information on administrative and fiscal reporting requirements for the RESEA program is available in the Unemployment Insurance 410 Handbook.¹⁶

MONITORING

The State of Maryland acknowledges that the USDOL has the authority to monitor fiscal and programmatic performance related to implementation of the RESEA program. The SDRP is responsible for working with the RPDs to monitor the implementation of the RESEA program statewide and making formal and informal visits to local AJCs to attend workshops.

¹⁵ UIPL 5-19, "[Form ETA 9178 for Employment and Training Supplemental Grant Reporting](#)," dated December 19, 2018.

¹⁶ The Unemployment Insurance 410 Handbook, 6th Edition 2025 can be accessed at https://wdr.doleta.gov/directives/attach/ETAH/ETHand401_5th.pdf.

Following monitoring visits, the SDRP must take corrective action with any RESEA program staff who is not meeting the state's expectations, and must forward a monitoring report to RPDs providing information on resolutions.

See ***Attachment J – RESEA Site Visit Form*** to view a sample of the monitoring tool.

RECORD RETENTION

Maryland requires participating programs to retain records for at least three years following the date on which the final cost report charged to a program year's allotment is submitted, or until all audit and litigation issues are resolved, whichever is later. If any litigation, claim, or audit is started before the expiration of the three-year period, the records then must be retained until all litigation, claims, or audit findings involving the records have been resolved, and final action has been taken.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status, political affiliation or belief, for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Individuals may refer to MD Labor's Nondiscrimination Plan¹⁷ and Language Access Plan¹⁸ for more information on accommodations and services.

MD Labor is further committed to ensuring individuals with Limited English Proficiency (LEP) have access to necessary language services. Interpreter and translation services are available for participants. To learn more about how to access these services, refer to the Language Access Plan¹⁹ jointly published by the DWDAL and MDUI. The plan includes contact information for Language Access Coordinators who are responsible for arranging requested annual trainings, maintaining and posting a log of multilingual staff, and providing guidance on the use of assistive technologies.

¹⁷ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹⁸ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link: <http://www.labor.maryland.gov/employment/wioa-access.pdf>.

¹⁹ Available at <https://www.labor.maryland.gov/employment/wioa.shtml>.

REFERENCES

LAW

- [Workforce Innovation and Opportunity Act \(WIOA\)](#), 29 U.S.C. § 3101 et. seq (2015);
- [Social Security Act, as amended by the Bipartisan Budget Act of 2018](#), 42 U.S.C. §§ 506, 1397n et. seq. (2018)
- Md. Code Ann. Lab. & Empl. § 8-902(a), “[Enrollment with a public employment office](#)”; and,
- Md. Code Ann. Lab. & Empl. § 8-903, “[Ability to work and availability for work.](#)”

REGULATION

- 20 CFR 652.209, [What are the requirements under the Wagner-Peyser Act for providing reemployment services and other activities to referred unemployment insurance claimants?](#);
- Code of Maryland Regulations Title 09, Department of Labor Regulation Subtitle 32, [Unemployment Insurance, Claims for Benefits](#); and
- COMAR 09.33.01.06, [Determinations of Eligibility for Unemployment Insurance](#)

FEDERAL GUIDANCE

- Unemployment Insurance Program Letter (UIPL) 12-25, “[Fiscal Year \(FY\) 2025 Funding Allotments and Operating Guidance for Unemployment Insurance \(UI\) Reemployment Services and Eligibility Assessments \(RESEA\) Grants](#),” dated June 10, 2025;
- UIPL 10-22, “[Fiscal Year \(FY\) 2022 Funding Allotments and Operating Guidance for Unemployment Insurance \(UI\) Reemployment Services and Eligibility Assessment \(RESEA\) Grants](#),” dated January 21, 2022;
- UIPL 07-19, “[Funding Allotments and Operating Guidance for UI RESEA Grants](#),” dated January 11, 2019;
- UIPL 14-18, “[Unemployment Insurance and the Workforce Innovation and Opportunity Act](#),” dated August 20, 2018;
- UIPL 08-18, “[Fiscal Year \(FY\) 2018 Funding Allotments and Operating Guidance for UI Reemployment Services and Eligibility Assessment \(RESEA\) Grants](#),” dated July 16, 2018;
- UIPL 05-19, “[Form ETA 9178 for Employment and Training Supplemental Grant Reporting](#),” dated December 19, 2018;
- Training and Employment Guidance Letter (TEGL) 19-16, “[Guidance on Services Provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Service, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules](#),” dated March 1, 2017;
- UIPL 03-17, “[Fiscal Year \(FY\) 2017 Unemployment Insurance \(UI\) Reemployment Services and Eligibility Assessment \(RESEA\) Grants](#),” dated December 8, 2016;

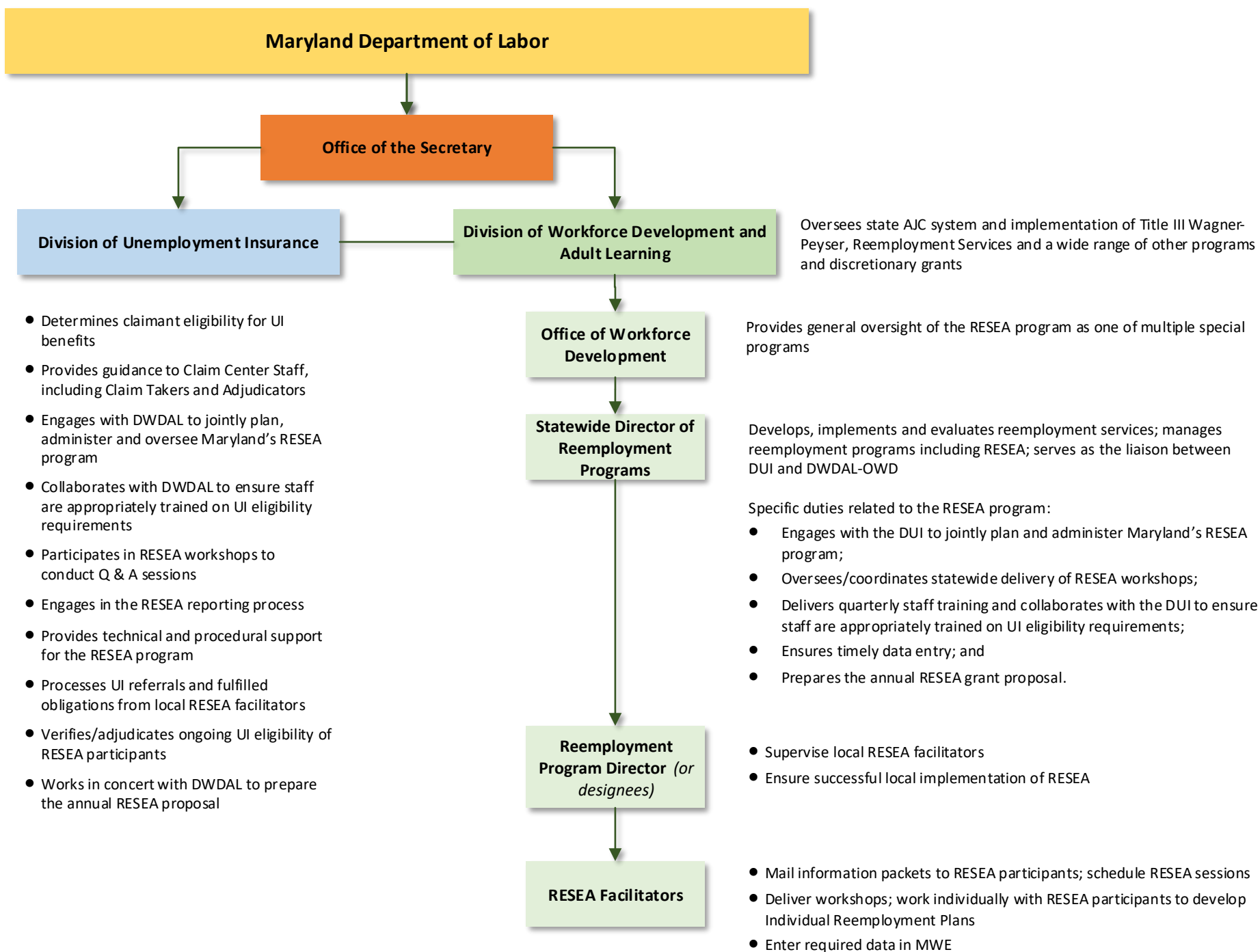
- Training and Employment Notice 18-16, "[Pathways to Reemployment Tools and Resources](#)," dated November 21, 2016; and,
- UIPL 07-16, "[FY 2016 UI RESEA Grants](#)," dated January 7, 2016.

OTHER RESOURCES

- Maryland Department of Labor (MD Labor), [Workforce Innovation and Opportunity Act \(WIOA\) Resources](#);
- [DWDAL Policy Issuances](#);
- [Re-envisioning Work Search for the 21st Century - Pathway to Reemployment Framework](#);
- [Implementation Guide - Pathway to Reemployment Framework; Documentation and Validation of Required Work Search for UI Eligibility in the 21st Century Labor Market](#);
- [My Reemployment Plan: Finding Employment in Today's Job Market](#); and,
- [RESEA Desk Reference](#).

ATTACHMENTS

- Attachment A – Organizational Flow Chart for the RESEA Program
- Attachment B – UI Questionnaire and Reemployment Activities Log – English
- Attachment C – UI Questionnaire and Reemployment Activities Log – Spanish
- Attachment D – Work Search Agreement – English
- Attachment E – Work Search Agreement – Spanish
- Attachment F – Individual Reemployment Plan – English
- Attachment G – Individual Reemployment Plan – Spanish
- Attachment H – Email Template for Additional Touch Points – English
- Attachment I – Email Template for Additional Touch Points – Spanish
- Attachment J – RESEA Site Visit Form



**UNEMPLOYMENT INSURANCE ELIGIBILITY QUESTIONNAIRE
And
REEMPLOYMENT ACTIVITIES LOG**

Maryland Reemployment Services and Eligibility Assessment (RESEA) Program

**You must complete and bring this form to your RESEA appointment.
Failure to do so may result in a delay or denial of your unemployment insurance benefits.**

Appointment Date: _____
Customer Name: _____ Social Security Number (last 4 digits): _____

Your Last Two Employers

Last Employer: _____ Dates Worked: _____ to _____
Job Title: _____
Pay Rate: _____ Hr/Wk/Mo Reason for Separation: Lack of Work ___ Discharge ___ Quit ___ Other _____
Next to Last Employer: _____ Dates Worked: _____ to _____
Job Title: _____
Pay Rate: _____ Hr/Wk/Mo Reason for Separation: Lack of Work ___ Discharge ___ Quit ___ Other _____

1. Are you seeking and willing to accept full time work? Yes ___ No ___
2. Are you willing to work all shifts normal to your occupation? Yes ___ No ___
3. Do you have access to transportation to seek and accept work? Yes ___ No ___
4. How many miles are you willing to travel to and from work? _____
5. In what areas/localities are you willing to accept work? _____
6. Are there any days during the week you will not or cannot work? Yes ___ No ___
If yes, list the days and the reason(s) you cannot work _____
7. Do you have any responsibilities that interfere with you seeking or accepting full-time work (care of children, parents, etc.)? If yes, explain: _____
8. Lowest wage you will accept to start work: Hourly: _____ Weekly: _____ Monthly: _____
9. What is your highest level of Education?
Highest Grade _____ OR Degree/Diploma: H/S ___ AA ___ BA/BS ___ MA ___
10. Are you enrolled in school or training? Yes ___ No ___
11. How many employers do you usually contact each week? _____

Customer/Claimant Signature

Date

RESEA Facilitator Signature

Date

Complete the Reemployment Activities Log on the back of this page.

Maryland RESEA Program

Customer Name: _____

Appointment Date: _____

Social Security Number (last 4 digits): _____

** Complete the sections below listing the places you looked for work during the two weeks prior to the RESEA appointment date.

You should retain this record in case your work search is audited. Making false statements may lead to a finding of unemployment insurance fraud.

Date Mo/Day/Yr	Employer Name, Address, Phone Number, E-mail Address or Website	How Contacted	Person Contacted and Title	Type of Work Sought	Results	Application or Resume Submitted?	E-mail or Website Confirmation Number
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> In Person <input type="checkbox"/> Phone/Fax <input type="checkbox"/> Mail <input type="checkbox"/> E-mail <input type="checkbox"/> Website			<input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Hired	<input type="checkbox"/> Yes <input type="checkbox"/> No	

X _____

Customer/Claimant Signature

Date

X _____

RESEA Facilitator Signature

Date

CUESTIONARIO DE ELEGIBILIDAD PARA EL SEGURO DE DESEMPLEO Y

REGISTRO DE BÚSQUEDA DE TRABAJO

Programa de Servicios de Reempleo y Evaluación de Elegibilidad (RESEA) de
Maryland

**Debe completar y llevar este formulario a su cita en los RESEA.
De lo contrario, se pueden retrasar o negar los beneficios del seguro de desempleo.**

Día de la cita: _____

Nombre del cliente: _____

Número de seguro social (últimos 4 dígitos): _____

Sus últimos dos empleadores

Último empleador: _____

Fechas de trabajo: _____ a _____

Cargo: _____

Tasa de pago: _____ Hora/Sem/Mes

Motivo de separación: Falta de trabajo ____ Licencia ____ Renuncia ____
Otro _____

Penúltimo empleador: _____

Fechas de trabajo: _____ a _____

Cargo: _____

Tasa de pago: _____ Hora/Sem/Mes

Motivo de separación: Falta de trabajo ____ Licencia ____ Renuncia ____
Otro _____

- ¿Está buscando un trabajo de tiempo completo y está dispuesto a aceptarlo? Sí ____ No ____
- ¿Está dispuesto a trabajar todos los turnos normales de su ocupación? Sí ____ No ____
- ¿Tiene acceso a transporte para buscar y aceptar trabajo? Sí ____ No ____
- ¿Cuántas millas está dispuesto a viajar desde y hacia el trabajo? _____
- ¿En qué áreas/localidades está dispuesto a aceptar trabajo? _____
- ¿Hay algún día durante la semana en el que decida no trabajar o no pueda trabajar? Sí ____ No ____
En caso afirmativo, indique los días y las razones por las que no puede trabajar. _____
- ¿Tiene alguna responsabilidad que interfiera con su búsqueda o aceptación de trabajo de tiempo completo (cuidado de niños, padres, etcétera)? En caso afirmativo, explique: _____
- El salario más bajo que aceptará para comenzar a trabajar: Por hora: ____ Semanal: ____ Mensual: ____
- ¿Cuál es su nivel de educación más alto?
Grado superior ____ ☐ Diploma/Certificado: H/S ____ AA ____ BA/BS ____ MA ____
- ¿Está inscrito en una escuela o capacitación? Sí ____ No ____
- ¿Cuántos empleadores contacta generalmente por semana? _____

Firma del cliente/reclamante

Fecha

Firma del facilitador de los RESEA

Fecha

**Complete el Registro de búsqueda de trabajo en la parte posterior de esta
página.**

Programa de RESEA de Maryland

Nombre del cliente: _____

Fecha de la cita: _____

Número de seguro social (últimos 4 dígitos): _____

**** Complete las secciones a continuación indicando los lugares en los que buscó trabajo durante las dos semanas anteriores a la fecha de la cita con los RESEA.**

Debe conservar este registro en caso de que se audite su búsqueda de trabajo. Hacer declaraciones falsas puede llevar a una determinación de fraude de seguro de desempleo.

Fecha Mes/Día/Año	Nombre del empleador, dirección, número de teléfono, dirección de correo electrónico o sitio web	Cómo lo contactó	Persona que contactó y cargo	Tipo de trabajo buscado	Resultados	¿Solicitud o currículum presentado?	Número de confirmación de correo electrónico o sitio web
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	
		<input type="checkbox"/> En persona <input type="checkbox"/> Teléfono/Fax <input type="checkbox"/> Correo <input type="checkbox"/> Correo electrónico <input type="checkbox"/> Sitio web			<input type="checkbox"/> No contratado <input type="checkbox"/> Pendiente <input type="checkbox"/> Contratado	<input type="checkbox"/> Sí <input type="checkbox"/> No	

X _____
Firma del cliente/reclamante

Fecha

X _____
Firma del facilitador de RESEA

Fecha

Work Search Agreement (WSA)
Reemployment Services and Eligibility Assessment (RESEA) Program

Name _____ SSN: (last 4 digits) _____

1. I have been advised that, as a condition of Unemployment Insurance (UI) eligibility, I must search for and be willing to accept **suitable** work. The UI definition of **suitable work** has been explained to me and I understand the types of work that I must be willing to search for and accept.
2. I understand that I am required to look for and be prepared to accept employment that pays the comparable wage for similar work even if this is less than what I earned on my last job or less than the salary I would like to receive. I understand that I can access labor market information online using websites such as: <http://www.labor.maryland.gov/lmi/wages/>.
3. I understand that I must do a **minimum of three (3) valid Reemployment Activities** each week, which must include at least one job contact, and record it in the Work Search Log in the Maryland Workforce Exchange. If my valid reemployment activities cannot be verified, my Unemployment Insurance benefits may be delayed or denied.
4. I am able and available to start work immediately.
5. I have access to transportation to search for work and accept work, if offered.
6. I am available, without restrictions, to work the hours and days that are customary for the type of work that I am seeking, even if I was not required to work those hours and/or days on my last job.
7. I will use the following work search methods and tools, which the RESEA Facilitator discussed with me.
 - Maintain an updated resume on the MWE and apply for appropriate job listings that are received through MWE.
 - Check job listings at least once a week at the **American Job Center** or the Internet at <https://mwejobs.maryland.gov>
 - Respond to appropriate “want ads” for work for which I am qualified. This may include ads from internet sites, newspapers, etc.
 - Prepare and send resumes and letters of application
 - Make personal contact with employers who may have suitable job openings. I will leave or send applications/resumes with them when appropriate.
 - Contact friends, family, former colleagues, classmates, neighbors and others to expand my network and obtain job leads.
 - Other work search methods: _____

I understand that if I do not comply with the requirements outlined above, my unemployment insurance benefits may be delayed or denied.

I **agree** to all of the above conditions and I certify that I have reviewed all of the information in this RESEA Work Search Agreement with a RESEA Facilitator.

Customer Signature and Date Signed: _____

RESEA Facilitator Signature and Date Signed: _____

I **do not agree** to all of the above conditions. My objections are: _____

Customer Signature and Date Signed: _____

RESEA Facilitator Signature and Date Signed: _____

Acuerdo de Búsqueda de Trabajo (WSA)
Programa de Servicios de Reempleo y Evaluación de Elegibilidad (RESEA)

Nombre _____ Número de seguro social (SSN): (últimos 4 dígitos) _____

1. Se me ha informado que, como condición para la elegibilidad del seguro de desempleo (UI), debo buscar y estar dispuesto a aceptar trabajo adecuado. Me han explicado la definición del UI de trabajo adecuado y comprendo los tipos de trabajo que debo buscar y aceptar.
2. Entiendo que debo buscar y estar preparado para aceptar un empleo que pague un salario comparable por un trabajo similar, incluso si es menos de lo que ganaba en mi último trabajo o menos del salario que me gustaría recibir. Comprendo que puedo acceder a la información del mercado laboral en línea en sitios web como <http://www.labor.maryland.gov/lmi/wages/>.
3. Entiendo que debo hacer **un mínimo de tres (3) actividades de reempleo válidas** por semana, que deben incluir al menos un contacto de trabajo, y registrarlas en el registro de búsqueda de trabajo (Work Search Log) en Maryland Workforce Exchange. Si mis actividades de reempleo válidas no pueden ser verificadas, mis beneficios del Seguro de Desempleo pueden ser retrasados o denegados.
4. Puedo empezar a trabajar de inmediato y estoy disponible para hacerlo.
5. Tengo acceso a transporte para buscar y aceptar trabajo, si se me ofrece.
6. Estoy disponible, sin restricciones, para trabajar las horas y los días que son habituales para el tipo de trabajo que estoy buscando, incluso si no estaba obligado a trabajar esas horas o días en mi último trabajo.
7. Usaré los siguientes métodos y herramientas de búsqueda de trabajo, que el facilitador de los RESEA analizó conmigo.
 - Tener un currículum actualizado en el MWE y solicitar los trabajos apropiados que se reciben a través del MWE.
 - Controlar las ofertas de trabajo al menos una vez a la semana en American Job Center o Internet en <https://mwejobs.maryland.gov>
 - Responder a los anuncios clasificados apropiados para el trabajo para el que estoy calificado. Esto puede incluir anuncios de sitios de internet, periódicos, etc.
 - Preparar y enviar currículums y cartas de solicitud.
 - Hacer contacto personal con empleadores que puedan tener vacantes de trabajo adecuadas. Llevar o enviar solicitudes o mi currículum a ellos cuando sea apropiado.
 - Comunicarse con amigos, familiares, antiguos colegas, compañeros de clase, vecinos y otros para ampliar mi red y obtener oportunidades de empleo.
 - Otros métodos de búsqueda de trabajo:

Entiendo que, si no cumplo con los requisitos descritos anteriormente, mis beneficios de seguro de desempleo pueden demorarse o negarse.

Estoy de acuerdo con todas las condiciones anteriores y certifico que he revisado toda la información en este Acuerdo de Búsqueda de Trabajo de los RESEA con un facilitador de los RESEA.

Firma del cliente y fecha de la firma: _____

Firma del facilitador de los RESEA y fecha de la firma: _____

No estoy de acuerdo con todas las condiciones anteriores. Mis objeciones son: _____

Firma del cliente y fecha de la firma: _____

Firma del facilitador de los RESEA y fecha de la firma: _____

INDIVIDUAL REEMPLOYMENT PLAN (IRP)
Reemployment Services and Eligibility Assessment (RESEA)

Name _____ Date _____

Social Security Number: *(last 4 digits)* _____

Next Steps towards Employment:

A. I have been instructed to complete the following Reemployment Services delivered through the **American Job Center** or a participating partner organization:

_____	_____	_____	_____
	Date/Time		Date/Time
_____	_____	_____	_____
	Date/Time		Date/Time
_____	_____	_____	_____
	Date/Time		Date/Time

B. I received Labor Market Information (LMI) ☐ YES ☐ NO

C. In addition, I have been given referrals to the following agencies outside of the American Job Center that will help me to remove potential barriers to my employment and/or to maintain UI eligibility:

D. Other actions to be taken for my work search:

I certify that I have reviewed this information in the Individual Reemployment Plan (IRP). I agree to complete scheduled appointments and utilize appropriate resources to assist in my job search within 45 calendar days of my scheduled RESEA workshop. I understand that if I do not comply with the stated requirements, **MY UI BENEFITS MAY BE DELAYED OR DENIED.**

Customer Signature

Date

RESEA Facilitator Signature

Date

PLAN DE REEMPLIO INDIVIDUAL (IRP)
Servicios de Reemplio y Evaluación de Elegibilidad (RESEA)

Nombre _____ Fecha _____

Número de seguro social: (últimos 4 dígitos) _____

Próximos pasos hacia el empleo:

- A.** Me han indicado que debo completar los siguientes Servicios de Reemplio prestados a través del **American Job Center** o una organización asociada participante:

_____	Fecha y hora	_____	Fecha y hora
_____	Fecha y hora	_____	Fecha y hora
_____	Fecha y hora	_____	Fecha y hora

- B. Recibí información sobre el mercado laboral (LMI)** ☐ SÍ ☐ NO

- C.** Además, me han derivado a las siguientes agencias fuera del American Job Center que me ayudarán a eliminar posibles obstáculos para mi empleo o a mantener la elegibilidad del seguro de desempleo (UI):

- D.** Otras acciones por realizar para mi búsqueda de trabajo:

Certifico que he revisado esta información en el Plan de Reemplio Individual (IRP). Estoy de acuerdo en completar las citas programadas y utilizar los recursos adecuados para ayudar en mi búsqueda de trabajo dentro de los 45 días desde mi taller de los RESEA programado. Entiendo que, si no cumplo con los requisitos establecidos, **MIS BENEFICIOS DEL IU PUEDEN SER DEMORADOS O NEGADOS.**

Firma del cliente

Fecha

Firma del facilitador de los RESEA

Fecha

EMAIL TEMPLATE FOR ADDITIONAL TOUCH POINTS

EMAIL #1 – Follow-Up to RESEA claimants 5 business days after sending letter

Hello my name is [NAME] from [NAME/LOCATION OF LOCAL AMERICAN JOB CENTER]. This is a friendly reminder of your upcoming Reemployment Services and Eligibility Assessment (RESEA) workshop, which is currently set for [DAY], [MONTH / DATE / YEAR] at [TIME]. The workshop will take place at [RESEA WORKSHOP LOCATION].

As noted in the letter you received on [MONTH / DATE / YEAR], you must

- (1) **Complete the enclosed Unemployment Insurance Questionnaire and Work Search Log.** You must bring these forms with you to the RESEA Workshop.
- (2) **Enroll and post your resume on the Maryland Workforce Exchange.** The Maryland Workforce Exchange is an online service that provides you with job listings, access to training opportunities, and labor market information 24 hours a day, 7 days a week. It can be accessed at <https://mwejobs.maryland.gov>.

If you do not have access to a computer, please visit your local American Job Center prior to your scheduled Workshop.

We look forward to meeting with you to provide your customized reemployment plan, and to give you the tools to quickly get you back to work. If you have any questions, please contact me, [FACILITATOR'S NAME], at [EMAIL or PHONE NUMBER].

EMAIL #2 – Follow-Up to RESEA claimants 3 business days after sending first encouragement email

Last week I sent you an email reminding you of your upcoming Reemployment Services and Eligibility Assessment (RESEA) Workshop, which is currently set for [DAY / MONTH / DATE / YEAR] at [TIME]. The workshop will take place at [RESEA WORKSHOP LOCATION].

We want to make sure you don't lose this opportunity to work with our team to make your job search as easy as possible. **If you don't attend, your unemployment benefits may be delayed or denied.**

We look forward to meeting you soon.

Sincerely,

PLANTILLA DE CORREO ELECTRÓNICO PARA CONTACTOS ADICIONALES**CORREO ELECTRÓNICO N.º 1: Seguimiento recomendado a los reclamantes de los RESEA 5 días hábiles después de enviar la carta**

Hola. Mi nombre es [NAME] de [NAME/LOCATION OF LOCAL AMERICAN JOB CENTER]. Este es un recordatorio amistoso de su próximo taller de los Servicios de Reempleo y Evaluación de Elegibilidad (RESEA), que actualmente está programado para el [DAY] de [MONTH] de [YEAR] a las [TIME]. El taller se llevará a cabo en [RESEA WORKSHOP LOCATION].

Como se indica en la carta que recibió el [DAY] de [MONTH] de [YEAR], debe:

- (1) **Completar el cuestionario de seguro de desempleo y el registro de búsqueda de trabajo adjuntos.** Debe llevar estos formularios al taller de los RESEA.
- (2) **Inscribirse y publicar su currículum en el Maryland Workforce Exchange (Intercambio de Fuerza Laboral de Maryland).** Maryland Workforce Exchange es un servicio en línea que le brinda listados de trabajo, acceso a oportunidades de capacitación e información sobre el mercado laboral las 24 horas del día, los 7 días de la semana. Se puede acceder en <https://mwejobs.maryland.gov>.

Si no tiene acceso a una computadora, visite el American Job Center local antes del taller programado.

Esperamos reunirnos con usted para brindarle su plan de reempleo personalizado y brindarle las herramientas para que pueda volver a trabajar rápidamente. Si tiene alguna pregunta, comuníquese conmigo, [FACILITATOR'S NAME], a [EMAIL or PHONE NUMBER].

CORREO ELECTRÓNICO N.º 2: Seguimiento recomendado a los reclamantes de los RESEA 3 días hábiles después del primer correo de aliento

La semana pasada, le envié un correo electrónico para recordarle sobre el próximo Taller de los Servicios de Reempleo y Evaluación de Elegibilidad (RESEA), que actualmente está programado para el [DAY] de [MONTH] de [YEAR] a las [TIME]. El taller se llevará a cabo en [RESEA WORKSHOP LOCATION].

Queremos asegurarnos de que no pierda esta oportunidad de trabajar con nuestro equipo para que su búsqueda de trabajo sea lo más fácil posible. **Si no asiste, sus beneficios de desempleo pueden retrasarse o negarse.**

Esperamos reunirnos con usted pronto.

Atentamente.

RESEA SITE VISIT

LOCATION: _____ **DATE:** _____

ORIENTATION

- | | |
|--|--|
| <input type="checkbox"/> Orientation to American Job Center (AJC)
Claimants are introduced to AJC services. | <input type="checkbox"/> Provision of Labor Market Information
Based on current and/or desired occupational information provided by claimants, research utilizing the Maryland Workforce Exchange (MWE) and current LMI, which includes state and national wage and trend information, future projections for both salary and growth in field, a full description of general duties for the desired position, the level of education required, as well as any information regarding related fields. |
|--|--|

ONE-ON-ONE INTERVIEW

- | | |
|---|--|
| <input type="checkbox"/> Unemployment Insurance Eligibility Questionnaire <ul style="list-style-type: none">Assure completion of required UI Eligibility FormThorough interview for potential UI overpayment or fraud. <input type="checkbox"/> Work Search Agreement Review | <input type="checkbox"/> Work Search Log Review <ul style="list-style-type: none">Collect and review Work Search Agreement records to ensure claimants have remained in compliance with the required (three or more) weekly work searches. |
|---|--|

TECHNOLOGY USED

- | | |
|--|--|
| <input type="checkbox"/> Power Point
<input type="checkbox"/> Smart Board
<input type="checkbox"/> Videos
<input type="checkbox"/> Other: _____

<input type="checkbox"/> Services: _____

_____ | <input type="checkbox"/> IRP, Registration for two SERVICES <ul style="list-style-type: none">Screen each claimant using a universal approach and interview for barriers to reemployment.Assess claimant for job search readiness and true employment related barriers such as:<ul style="list-style-type: none">Verify resume qualityIdentify hindrances to successful interviewingAssess computer and literacy skillsIdentify educational needsEducate claimant on effective job search techniquesRefer to needed services |
|--|--|

FILE REVIEW

- | | |
|--|---|
| <input type="checkbox"/> Files are in date order
<input type="checkbox"/> Documents have signatures | <input type="checkbox"/> Files contain all documents needed to be compliant
<input type="checkbox"/> Files are kept in a secure location |
|--|---|

Comments:

Completed By: _____ Date: _____