Archdiocese of Washington
Unemployment Compensation Program

Work Search Requirements

You must be actively looking for work while you are claiming unemployment compensation benefits. You are required to provide proof of your work search efforts to the program administrator by submitting the *Work Search Activity Report* **no later than 5:00 p.m. each Monday** for the prior week.

Please note: You may be denied benefits if you do not make systematic and sustained efforts to find work.

You must include the following information on your work search report:

1. Your name and social security number
2. List of three (3) business/employers you contacted for employment during the past week.
   a. Business name
   b. Contact information
   c. Position applied for
3. Status of application (no openings available, waiting for response, have interview scheduled (provide date), etc.)

Please send your completed work search report to the Unemployment Compensation Program Administrator via email to: UIClaims@s3managementgroup.com.