
TITLE 646 DEPARTMENT OF WORKFORCE DEVELOPMENT

LSA Document #23-343

Digest: Adds [646 IAC 5-9-3.1](#) concerning work search requirements and acceptable work search activities. Adds [646 IAC 5-9-3.2](#) concerning notification by the department of workforce development (department) regarding the requirement for claimants to be actively seeking work, and the work search activities the department will verify. Amends [646 IAC 5-9-5](#) regarding case-by-case determinations of suitable work.

SECTION 1. 646 IAC 5-9-3.1 IS ADDED TO READ AS FOLLOWS:

646 IAC 5-9-3.1 Requirement to be actively seeking work

Authority: IC 22-4-18-1; IC 22-4-14-3; IC 22-4.1-3-3

Affected: IC 22-4; IC 22-4.1

Sec. 3.1. (a) As a condition of eligibility for unemployment compensation in any week, a claimant must be able to work, available to work, and actively seeking work, unless exempted under IC 22-4-14-3.

(b) For purposes of this section, a claimant must meet the following requirements to be actively seeking work:

- (1) The claimant has affirmed that they have made an effort to secure full time work;
- (2) The claimant has performed at least two (2) acceptable work search activities including any work search activities provided by the department to the claimant through the claimant's Uplink homepage.
- (3) Acceptable work search activities may include:
 - (A) Creating a reemployment plan, in conjunction with a WorkOne office;
 - (B) Creating a resume;
 - (C) Uploading their resume to Indiana Career Connect;
 - (D) Registering for work with Indiana Career Connect, placement firm, temporary work agencies, or educational institution with job placement offices;
 - (E) Using online career tools reasonably expected to improve the claimant's likelihood of finding employment;
 - (F) Logging on and looking for work in Indiana Career Connect;
 - (G) Using reemployment services in a WorkOne Center or completing similar online or self-service activities (e.g. obtaining and using labor market and career information, participating in Reemployment Services and Eligibility

- Assessment (RESEA) activities, participating in skills assessment for occupational matching, instructional workshops, or other specialized activities);
- (H) Completing job applications for employers that have (or are reasonably expected to have) job openings, or following through on job referrals or job development attempts, as directed by state workforce or unemployment insurance staff;
 - (I) Applying for and/or participating in employment and training services provided by partner programs in WorkOne Centers;
 - (J) Creating a personal user profile on a professional networking site appropriate for the claimant's prior training and experience;
 - (K) Participating in work-related networking events (e.g. job clubs, job fairs, industry association events, networking groups, etc.);
 - (L) Making contacts or in-person visits to employers that have, or are reasonably expected to have, job openings;
 - (M) Taking a civil service exam; or
 - (N) Going on interviews with employers (virtually or in-person).

(4) The claimant is required keep records of work search activities including the dates and types of activities conducted during weeks of eligibility and provide these to the department upon request.

(5) The claimant is required to apply to, and accept if offered, suitable jobs referred to them by the department as determined under 646 IAC 5-9-5.

SECTION 2. 646 IAC 5-9-3.2 IS ADDED TO READ AS FOLLOWS:

646 IAC 5-9-3.2 Notification to claimants of requirement to be actively seeking work

Authority: IC 22-4-18-1; IC 22-4-14-3; IC 22-4.1-3-3

Affected: IC 22-4; IC 22-4.1

Sec. 3.2. (a) Except for activities which the department will verify under 646 IAC 5-9-3.1(a)(3)(A), (C), (F), (G), and (I), for a period of six (6) months following the week in which the work search activities occurred, the claimant must keep a detailed record of his or her weekly work search activities so that the department can verify the activity for an audit or eligibility review. A detailed record includes the following information:

- (1) the date of the activity;
- (2) the name of the employer, event host, organizer, platform, or other identifying information such as a job reference number;
- (3) contact information such as the employer's mailing address, phone number, email address, or website address, and name of the person contacted if available,

- (4) details of the position for which the claimant applied or activity in which the claimant participated;
- (5) method of contact or participation;
- (6) confirmation of claimant's contact or participation; and
- (7) results of the contact or participation.

(b) A contemporaneous document generated by an employer, event host, organizer, platform or other relevant third-party which includes the date and details of an activity as well as confirmation of the claimant's submission or participation will be presumed to satisfy the requirements of this section.

(c) The department may allow a claimant to satisfy the requirements of this section through a document other than one described in subsections (a) or (b), but the claimant must demonstrate the reliability and appropriateness of the documentation.

646 IAC 5-9-5 Suitable Work

Authority: IC 22-4-18-1; IC 22-4-14-3; IC 22-4.1-3-3

Affected: IC 22-4-15-2; IC 22-4.1

Sec. 5. (a) For purposes of this section, the department will determine whether work is suitable on a case-by-case basis pursuant to the criteria set forth in IC 22-4-15-2.

(b) In order to maintain benefit eligibility, when the department directs, a claimant must apply for any available position.

(c) Suitable work must be accepted, if the offer is received by an individual at any time after their separation from employment.

(d) Failure to accept suitable work, without good cause, will result in the individual being ineligible for benefits.