

Work Search Requirements

An active search for work each week and registration with your state's designated workforce agency is required. In-state claimants are automatically registered with the SDWORKS jobs database when a claim is filed.

Job search assistance is available at your local DLR job service office. You may be required to participate in certain programs to receive benefits. To find your nearest job service office, visit **dlr.sd.gov** and click on "Job Service Offices."

An active search for work each week includes:

- Two acceptable job contacts
- Acceptable and honest search methods
- Detailed records of your contacts so they can be verified. You will need to report:
 - Full name of business
 - Business Address (email or website if applicable)
 - Phone number - including area code
 - Date and method of contact
 - Name of person contacted (if applicable)
 - Position applied for

Examples of unacceptable search methods include contact by telephone, newspaper ads without an identified employer, internet contacts made through search engines (unless a specific employer and position is identified), or contacts made with close relatives or spouses.

It is your responsibility to know and understand the rules and regulations and to provide accurate information. Providing false statements and information, or withholding information, to obtain benefits for which you are not eligible is fraud. If you commit fraud you will be required to pay the reemployment assistance benefits back.

Checklist to Receive Benefits and Avoid Fraud:

- ☐ Apply as soon as you are unemployed.
- ☐ Actively search for work and be ready to accept employment offers.
- ☐ File a weekly request for payment for each week you are requesting benefits.
- ☐ Report your hours and earnings, including part-time or temporary employment if you are working while filing for benefits.
- ☐ Report all job separations.
- ☐ Respond to all requests for information.
- ☐ Stop filing weekly requests for payment once you begin full-time employment.

Questions?

Call Customer Service 605.626.2452
Monday through Friday, 8 a.m. to 5 p.m.

Examples of fraud include:

- Failure to report earnings and/or tips
- Failure to report self-employment
- Failure to report a refusal of work
- Failure to report your return to work
- Falsely reporting you were able to work
- Reporting a false layoff
- Reporting a false work search
- Collecting benefits while waiting for your first paycheck

Connect with us



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SOUTH DAKOTA
DEPT. OF LABOR
& REGULATION

RA

Reemployment Assistance

How to File a

Reemployment Assistance Claim

The goal of reemployment assistance is to help you become re-employed as soon as possible. You are legally responsible for following the rules according to South Dakota state law while collecting benefits.

You should apply for benefits as soon as you are unemployed or if your hours are reduced. You may lose some benefits if you wait to file. Your claim will be effective on the Sunday of the week you file.

dlr.sd.gov

Equal Opportunity Employer/Program
USDOL Funded

Rev. 10/23

WHAT YOU WILL NEED TO FILE

The South Dakota Department of Labor and Regulation (DLR) Reemployment Assistance Division determines your eligibility for benefits.

When you file a claim, DLR will ask for the information needed to determine your eligibility. Your most recent employers will also be contacted for information.

To ensure your claim is filed as quickly as possible, you should have the following information ready:

- Social Security Number
- Driver's license number or other state ID
- Employment history for the last 18 months:
 - Each employer's name, address and phone number
 - Dates of employment (month and year)
 - Pay rate
 - Reason you are no longer working there

Other items to have ready:

- If you are not a U.S. Citizen, your Alien Registration Number
- If you are a federal employee, your SF-8 and SF-50 forms
- If you served in the military, your DD214
- If you worked during the week you are filing, know the gross amount (total dollars and cents before any deductions) of your pay and the total hours worked before filing

HOW TO FILE AN INITIAL CLAIM ONLINE

You can file a new reemployment assistance claim or reopen an existing claim anytime at **RAclaims.sd.gov**.

1. Select Reemployment Assistance for Individuals.
2. Click on RA Benefits Portal
3. Log in using your mySD user profile credentials. New users will be required to register.
4. After logging in, Complete your RA Claims Profile Registration (if not previously completed).
5. Select "File Your Claim."
6. Enter the information requested. At the end of the application, you will be able to review the information you entered and make changes.
7. After submitting, you will see the "Request Confirmation" screen, confirming your claim has been submitted.

If you have questions, contact Customer Service at 605.626.2452.



HOW TO FILE BY TELEPHONE

You can file by calling the **Claims Call Center at 605.626.3179**, Monday through Friday, 8 a.m. to 4:20 p.m. (CT) with the exception of state holidays. Applicants with speech or hearing impairments can call 711 or 800.877.1113.

If another language is needed, call our **Customer Service at 605.626.2452** and request an interpreter for assistance.

WHAT HAPPENS AFTER YOU FILE A CLAIM

Any information you receive from DLR may be time sensitive and affect your eligibility for benefits. **Review it carefully.** After you file for benefits you will receive:

- A Monetary Determination of Benefits - your weekly benefit amount and your total amount of benefits if you are monetarily eligible.
- A Claimant Checklist
- The **RA Claimant Handbook**

If your claim requires adjudication, DLR will collect all the necessary information about your claim, including you and your former employer's statements. A final eligibility determination will be sent within 21 days of receiving your Monetary Determination.

FILING A WEEKLY REQUEST FOR PAYMENT

The claim week runs from Sunday at midnight to Saturday at 11:59 p.m. (Central time). Your weekly request for payment will be filed for the previous week. You cannot file for the week until it's over. File online at **RAclaims.sd.gov** or by calling **605.626.3212**.



If you meet all of the eligibility requirements and file your request for payment each week, you should receive your first payment within three weeks after you apply for benefits.

When filing your weekly request for payment, you will be required to report your work search contacts, unless you are instructed otherwise.