

AVOID PROBLEMS WITH YOUR RA CLAIM



Be honest

Intentionally withholding or providing misleading, inaccurate information on a claim for benefits is considered fraud, which is punishable by law. Double check all information you provide is correct.



Register as a job seeker

In-state claimants are automatically registered with SDWORKS when your claim is filed. Out-of-state claimants are required to register with their designated state workforce agency unless this requirement has been waived by the RA Benefits Division. The services offered are designed to help you get back to work as soon as possible.



Actively search for work

You are required to make two job contacts for each week that you file a claim for benefits unless this requirement has been waived by the RA Benefits Division. Keep a record of your work search.



DO NOT refuse suitable work

Refusing a suitable offer of work could result in a denial or delay of your benefit payments.



Report ALL earnings

You must report ALL your gross earnings (before tax and other deductions) for each week you work.



Read the information provided

You are responsible for knowing and following South Dakota RA rules when filing for benefits. To prevent errors that may result in an overpayment, you must carefully read all the materials sent to you and respond to requests.

CHECKLIST

- Review your monetary determination notice for accuracy. If there are wages missing or incorrectly reported, contact Customer Service (for new/initial claims only).
- Review and respond to any mail DLR sends you.
- Read your Claimant Handbook.
- If you live in South Dakota, you were automatically registered with the state's online employment database, SDWORKS.
- Out-of-state claimants: you must register with your state's workforce agency and submit proof of registration to the RA Benefits Division within 14 calendar days of filing your claim. Failure to register may result in a loss of benefits.
- Search actively for work each week you request benefit payment, including the non-paid waiting week, unless this requirement has been waived by the RA Benefits Division.
- Request payment to receive benefits. You can file a weekly request online at sd.gov/rabenefits or by calling 605.626.3212. A weekly request must be made in order to receive payment. This includes the non-paid waiting week.
- Report all your hours and gross earnings, including self-employment, part-time, or temporary employment in the week worked, even if you have not been paid.
- Report all job separations and refusals of work.
- Stop requesting payments when you begin full-time employment.

REEMPLOYMENT ASSISTANCE AT A GLANCE



Reemployment Assistance Division

Claim Filing: 605.626.3179

Customer Service: 605.626.2452

Fax: 605.626.3172



QUESTIONS

Call Customer Service at 605.626.2452
Monday – Friday, 8 a.m. to 5 p.m. Central time



THINGS YOU SHOULD KNOW

Reemployment Assistance (RA) provides temporary financial assistance to eligible individuals who have lost their jobs, through no fault of their own, until they find other employment. It is not a public assistance or disability program.

- It can take approximately four weeks to determine your eligibility.
- You must have earned enough wages in the 18 months before your claim's effective date to be monetarily eligible for benefits.
- Accurately report the reason you are unemployed. The reason you are no longer working will be reviewed to determine benefit eligibility.
- You must be physically and mentally able to work.
- You must be available to accept work immediately.
- **All eligibility requirements must be met each week to receive benefit payment.**
- South Dakota law requires the first eligible week filed to be used as a non-paid waiting week.
- You may be eligible for partial benefits if working reduced hours or part time.
- RA benefits are taxable income. You may request to have taxes withheld from your benefits.
- Respond to all our requests for information.
- Your claim will need to be reopened if you work and separate from employment even if it's for less than an hour.
- Each state has its own laws for this program.
- Every claim is considered on its own merit.

DID YOU KNOW?

RA is funded through taxes paid by employers. No money is deducted from your paycheck to pay for benefits.

WORK SEARCH GUIDELINES

Most claimants are required to search for work. You must make an active and honest effort to find work.

- You must make a minimum of two job contacts each week unless this requirement has been waived by the RA Benefits Division.
- Job contacts must be made in the week for which you are claiming benefits.
- All reasonable efforts should be made to complete an application or submit a resume.
- In-person job contacts must be made with a person (or entity) who has hiring authority.
- You cannot apply with the same employer unless you apply for different positions or it's been more than 30 days.
- You must apply for jobs you're qualified for and willing to do, and be willing to work at the job location.
- If you are working part time, you must continue to apply for work.
- Keep a detailed record of your job applications so we can verify your job contacts.
- Keep confirmations of applications/resumes submitted electronically to employers.



Scan code or contact us for a Job Search Tracking Sheet.

What is not a weekly job contact:

- Registering with or contacting a temporary staffing agency
- Checking job openings online without applying
- Using your current part-time employer or on-call employer as a job contact
- Calling and asking an employer if they are hiring
- Seeking or working in self-employment or independent contract work
- Contacts made with relatives or spouses who work for the company you are applying for
- Contacts made where the employer is not identified (blind/confidential ads)

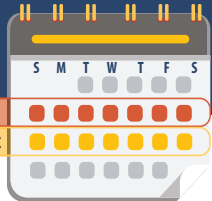
REQUEST WEEKLY BENEFIT PAYMENTS

Once your claim is filed, you must request payments each week to receive benefits. File early each week to avoid potential delays in 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.

Week to Claim

File Weekly Request



How to file your Weekly Request for Payment

Online: For the fastest service, visit the RA Claims Online System at sd.gov/rabenefits.

By Phone: 605.626.3212

Language Assistance: Call Customer Service at 605.626.2452 and request an interpreter. If you have hearing or voice impairments, please call 7-1-1.

Continue filing payment requests, even if there is a problem with your claim or you disagree with a decision and you have filed an appeal.

REPORT YOUR WORK & EARNINGS

If you work less than full time and earn less than your weekly benefit amount during the week you are claiming, you may be eligible for partial benefits.

You must report your hours worked, gross earnings and actively search for work. To report your earnings accurately:

- Report your work and earnings **when it is earned**, not when you get paid.
- Report the **gross amount earned including tips**, not the net amount after deductions.
- Report **the value of payment for work that is not cash**: room and board, loan repayments or "working off a bill." Other payments in kind may be deductible.
- Report to Customer Service (605.626.2452) if you received or will receive **vacation, sick pay, severance, wages in lieu of notice, holiday pay or pension pay**.

We will verify the reason you are unemployed and your work search contacts with employers.