

## WORKFORCE SERVICES

sdjobs.org

### RE-EMPLOYMENT SERVICES RESPONSIBILITIES

To continue to be eligible for Reemployment Assistance (RA) benefits, I understand that:

- I must be able and available to accept suitable work, defined as work for which I am qualified or have experience, and for which the wages offered are the going rate for work in my area.
- I must complete an Active Work Search, defined as:
  - Making the minimum designated job contacts in each week I am requesting RA compensation. This includes the non-paid waiting week. Contacts should be made using a method customarily required by the employer.
  - Conducting work search with a reasonable and honest effort to find work. Contacts with close relatives and spouses are not considered reasonable.
  - Being willing to accept the going wage in my area for the job or occupation in which I have the most experience or training. If there is no work or there are limited opportunities for my usual job, I must be available for work I am capable of doing at the going wage for that type of work.
  - Understanding repeat job contacts with the same employer are not acceptable unless 30 calendar days have elapsed between the job contacts.
- I must provide required documentation identified in the letter from the RA Division referring me to the Re-employment Services program.
- I must apply to any Directed Job Referrals identified by the DLR Employment Specialist or I may be disqualified from receiving benefits. *(Directed job referrals match skills to current job openings in the SDWORKS system. When a match is found, applying directly through the employer's normal method of contact will be required during the designated week).*
- I must comply with all steps of the employment plan I completed with my DLR Employment Specialist.
- I will work with my DLR Employment Specialist to overcome barriers preventing me from participating in the items outlined in my employment plan or work.
- I must comply with the guidelines identified by the RA Division found at [dlr.sd.gov/ra/publications/pam247.pdf](http://dlr.sd.gov/ra/publications/pam247.pdf).
- If I do not show up for appointments, or fail to participate in Re-employment Services, my RA benefits may be denied.
- If I fail to complete my weekly assigned job contacts, my RA benefits may be denied.
- If I fail to complete my required monthly activity assigned in my employment plan, my RA benefits may be denied.

Questions regarding RA benefits should be directed to the RA Division Customer Service line at 605.626.2452.

#### AGREEMENT

By signing below, I agree that I understand that failure to comply with the items identified above will result in a hold or disqualification of RA benefits.

Printed Name of Claimant: \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_