



FACT SHEET # 162 SEPTEMBER 2015

Requirement to Conduct and Report a Weekly “Systematic and Sustained” Work Search to be Eligible for Unemployment Benefits

New Work Search Requirements of the Michigan Employment Security Act

A person claiming unemployment benefits for any week of unemployment is required to do the following:

- Conduct a weekly “systematic and sustained” work search, and
- Submit a written report, at least once a month, providing detailed information about the weekly work searches
- If you do not complete and submit a written report at least once a month, a determination may be made on your eligibility for those week(s) you were paid but did not submit a report. This may have an effect on your eligibility for future payments and/or you may be required to pay back the benefits you were paid for the week(s) in question, including any applicable interest and penalties.

Weekly “systematic and sustained” work search

To conduct a weekly “systematic and sustained” work search, you must search for work with at least 2 different employers in every Sunday-through-Saturday week, and must keep a record of the details of that work search. The record must include at least the following information:

- The names of the employers where the claimant sought work during the week (if the search was done online and no employer was identified, then the name of the search engine or employment agency offering the work should be entered);
- The physical or online locations of the employers;
- The dates on which work was sought; and
- The method you used to seek work with each employer.

Monthly Written Report of the Work Search

A report of your work search that includes the information listed above must be filed, at least monthly (once every 4 weeks), by any of the following methods:

- Online with the UIA, through your Michigan Web Account Manager account (Go to www.michigan.gov/uia, click on the MiWAM logo);
- By mail to the UIA at 14333 Woodrow Wilson, Detroit, Michigan 48238-2812;
- By fax to the UIA at 1-517-636-0427;
- In person at a Michigan Works! Agency Office.

Unless submitted online, the report should be completed on Form UIA 1583, *Monthly Record of Work Search* which is mailed you when your new claim is filed. You should make copies of the form for future months. Falsification of the report will result in the requirement to repay the unemployment benefits and the possible imposition of criminal penalties of up to 4 times the amount of benefits improperly received; up to 1 year of jail time; or up to 1 year of community service. The report is subject to audit by the UIA; therefore, completed work searches, including letters or emails sent to or received from potential employers, should be retained for up to 2 years.

For further information about how the UIA applies this new “seeking work” requirement, call UIA’s toll-free claimant information line, 1-866-500-0017.

UIA 1583 (Rev. 09-15) Authorized by MCL 421.1, et seq. **Monthly Record of Work Search**

Section 28(5) of the Michigan Employment Security Act requires that you engage in an active work search for each week you are claiming unemployment benefits. You must contact a minimum of two employers per week, and report the details and results of each work search effort online or on this form. Complete and submit this form no later than four weeks from "First Week Ending Date" you have completed via mail, fax, online or an in-person visit to a Michigan Works Agency (MWA) location. State Law further provides that your work search effort is subject to random audit. To maintain benefit eligibility, you are urged to maintain records reflecting your attempts to secure employment, e.g., copies of mailed documents, emails, and other online confirmation and to keep a copy of this form for your records.

Date Mailed/Faxed: _____ Enter your Social Security Number _____
 Name: _____

(Please print clearly and use black ink)

Date of Contact	Name of Employer	Employer Address/ Online Location Telephone Number	Name and Title of Person Contacted	Method of Contact	Type of Work Applied for	Result (Application submitted, Interview, Hiring, Not Hiring, etc.)
First Week Ending Date: _____						
Second Week Ending Date: _____						
Third Week Ending Date: _____						
Fourth Week Ending Date: _____						

Your Certification: By signing this form, I am reporting my work searches for the week(s) shown above. The information reported on this form is true and correct to the best of my knowledge and belief. Under section 54 of the Michigan Employment Security Act, MCL 421.54, intentional misrepresentations of fact are subject to civil and criminal penalties, including an administrative penalty of up to 400% the amount of any unemployment benefits procured through intentional misrepresentation and/or criminal prosecution in the form of a misdemeanor or a felony, as warranted.

Signature: _____ Date: _____

0 1 5 8 3 1 5 0 9 4 TIA is an equal opportunity employer/program.