



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
UNEMPLOYMENT INSURANCE AGENCY

SUSAN R. CORBIN
ACTING DIRECTOR

NOTICE TO REGISTER FOR WORK

Anytime you file a new regular claim, or a claim under a different program (such as Extended Benefits) you must register before you can be eligible for unemployment benefits. For your registration to be complete, you must **report in person** with this form to

Name: _____

SSN: _____ - _____ - _____

MICHIGAN WORKS! INSIGNIA WITH ENTRY DATE

any Michigan Works! Service Center **no later than three business days** before your first certification through your **Michigan Web Account Manager (MiWAM)** or with **Michigan's Automated Response Voice Interactive Network (MARVIN)**. Take this form to any Michigan Works! Agency (MWA) Service Center to verify that you have placed your profile on the Michigan Talent Bank for Employment Services. Computer services are available at any MWA Service Center.

Call 1-800-285-WORK (9675) to be connected with the Michigan Works! Agency nearest you.

The MWA must stamp this form and return it to you once they have verified your profile. The MWA Service Center will notify Unemployment Insurance that you have registered for work. Keep this form for the duration of your benefits program as proof the you have registered for work. Your benefit program may be affected later if your registration cannot be proven.

If you were not given an approved waiver from Unemployment Insurance at the time of filing, you must register for work to be eligible for unemployment benefits.

Your Monetary Determination will notify you if the requirement to register for work has been waived. If the requirement has not been waived, you must register for work to be eligible for unemployment benefits.

Explanation of Work Search Requirement

Section 28(6) of the Michigan Employment Security (MES) Act requires that you look for work each week you are claiming unemployment benefits. You must contact a minimum of two employers within each week, and report the details and actions taken for each work search. Complete and submit your record of work search so that it is received by Unemployment Insurance no later than four weeks from the "First Week Ending Date" on the form. You can also submit your Form UIA 1583, *Record of Work Search*, through your MiWAM account, by fax, mail, or in person to an Unemployment Insurance Problem Resolution Office. Computer and fax services are available at any Service Center location. Your work search is subject to audit and verification. To prove benefit eligibility, you must maintain records of your work search (for example, copies of mailed documents, emails and other online confirmations).

UIA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Additional copies of Form UIA 1583, *Record of Work Search*, can be obtained online at www.michigan.gov/uia under the *Forms* link or at any Michigan Works! Agency Service Center location. An example of a complete and valid record is shown below.

Date of Contact	Name of Employer	Employer Address/ Telephone Number/ Website Address	Method of Contact
<i>Example:</i> First Week Ending Date: <u>7/7/2018</u> (Enter a Saturday date)			
07/02/18	ABC Company	517-555-6789	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input checked="" type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Internet <input type="checkbox"/> Other: _____
07/05/18	XYZ Construction Company	www.xyzconstruct.com	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Other: _____

If you have questions, you may contact us through your MiWAM account or by calling, 1-866-500-0017. For telephone or Local Office hours of operation, visit www.michigan.gov/uia. TTY service is available at 1-866-366-0004.