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**OFFICIAL**

**Workforce Development Agency (WDA)**

**Policy Issuance (PI): 13-17**

E-mailed: 11/12/13 (pv)

**Date:** November 4, 2013

**To:** Michigan Works! Agency (MWA) Directors

**From:** Gary Clark, Director,  
Office of Talent Development Services,  
Workforce Development Agency

**SIGNED**

**Programs Affected:** Wagner-Peyser 7(a)-Employment Service

**References:** Michigan Employment Security (MES) Act of 1936, as amended  
Michigan Public Act 269 of 2011, effective December 19, 2011  
Wagner-Peyser Act of 1933, as amended

**Recessions:** None

**Subject:** Procedures for processing Work Search Documentation  
received at a Michigan Works! Service Center, from an  
Unemployment Insurance (UI) claimant.

**Background:** Michigan Public Act 269 of 2011, effective December 19, 2011,  
amended portions of the MES Act. This policy refers only to the  
amendments made to Section 421.28 (6) and states the following:

***MES ACT 421.28 (6) as amended by PA 269 of 2011:***

*For purposes of this section, for benefit years beginning on or  
after January 1, 2013, to be actively engaged in seeking work, an  
individual must conduct a systematic and sustained search for*



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*work in each week the individual is claiming benefits, using any of the following methods to report the details of the work search:*

- (a) Reporting at monthly intervals on the unemployment agency's online reporting system the name of each employer and physical or online location of each employer where work was sought and the date and method by which work was sought with each employer.*
- (b) Filing a written report with the Unemployment Agency by mail or facsimile transmission not later than the end of the fourth calendar week after the end of the week in which the individual engaged in the work search, on a form approved by the Unemployment Agency, indicating the name of each employer and physical or online location of each employer where work was sought and the date and method by which work was sought with each employer.*
- (c) Appearing at least monthly in person at a Michigan Works! Agency office to report the name and physical or online location of each employer where the individual sought work during the previous month and the date and method by which work was sought with each employer.*

**Policy:**

Eligibility to receive Unemployment Insurance (UI) benefits is conditional upon being able, available, seeking work, and not refusing any offers of suitable employment. Those are the elements that comprise the UI "Work Test." It is the responsibility of all Wagner-Peyser Employment Programs to support the UI Agency (UIA) by providing the information and documentation needed to determine a claimant's eligibility for benefits. To assure accurate determinations of benefit eligibility, UIA must receive all information and documentation in a timely manner. **All documentation and information received from UI claimants must be forwarded to the UIA within two business days of receipt at a MWA Service Center.**

The UIA is responsible for determining the method for administering the job search requirements, the method of collection of all related documentation and making determinations as to which claimants have failed the Work Test.

As codified in Section 421.28 (6) of the MES Act of 1936 as amended, the seeking work requirement requires claimants to maintain a systematic and sustained work search for each and every week they claim UI benefits.

Effective, January 6, 2013, Michigan Public Act 269 of 2011, amended section 421.28 (6), now requires all claimants who begin a claim for UI benefits, to document and report their job search efforts to the UIA at least once a month using one of the following methods:

- Submit the work search information through the Michigan Web Account Manager (MiWAM). MiWAM is located online at [www.michigan.gov/uia](http://www.michigan.gov/uia). Click on the MiWAM logo and sign in or choose “Sign Up for Claimant Online Services.”
- Personally submit their completed Form UIA 1583, Monthly Record of Work Search, via mail or fax to:

Address: Warehouse/OMSC  
14333 Woodrow Wilson,  
Detroit, Michigan 48238-2812

Fax Number: 1-517-636-0427

- Appear at a Michigan Works! Service Center to file their work search.

**Procedure:**

**Note:** Please continue to follow the procedures outlined in WDA PI 12-15 and the subsequent changes for all Emergency Unemployment Compensation (EUC) Claimants.

Acting as the UIA’s Work Test Agent, the following procedures must be followed when a non-EUC claimant appears at a Michigan Works! Service Center to submit their UI work search documentation:

- Do not give advice to claimants on how to properly complete the Work Search Documentation or give them advice on their UI claim.
- If a claimant has questions regarding the work search requirements, you can suggest they read the reverse-side or page 2 of Form UIA 1583 (Rev 08-13), “Instructions for Completing the Monthly Record of Work Search.” If this does not address their concerns please direct them to contact the UIA for any questions regarding Form UIA 1583 or the work search requirements.

- You may provide use of the telephone, so the claimant can personally contact the UIA and receive answers to their questions.
- You may provide information to the claimant on how to conduct an effective job search, suggest opportunities to attend Resume Writing, Interviewing Skills or Job Search Workshops that may be available.
- You may encourage the claimant to open and use a MiWAM account as a means to submit their work search documentation.
- Provide access to a computer, or fax machine, so the claimant can submit their own work search documentation.
- When a claimant appears at an MWA to submit their work search documentation, the MWA must:
  - Accept the documentation from the claimant.  
(Completed paper Form UIA 1583)
  - Provide a receipt to the claimant that the documentation has been filed. You may date stamp and initial the form as received, then make a copy of the form and give it to the claimant as proof they filed their work search documentation.
  - Not review, comment, or change the content of the Form UIA 1583.
  - **Transmit or forward the documentation by fax or mail to the UIA within two business days of receipt**, using the following address or fax number:

Address: Warehouse/OMSC  
14333 Woodrow Wilson  
Detroit, Michigan 48238-2812

Fax Number: (517) 636-0427

**Action:** MWAs must comply with the directives in this policy issuance.

**Inquiries:** Questions regarding this policy issuance should be directed to Mr. Brian Marcotte, Welfare Reform and Wagner-Peyser Manager at (517) 241-2475.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration  
Date:**

None

GC:CS:pv