INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Mary Johnson
Deputy Commissioner, Unemployment

DATE: January 2, 2009

SUBJECT: DWD Policy 2008-27
Effort to Secure Full-time Work by Unemployment Insurance Benefit Claimants

Purpose
To explain what is required for an unemployment insurance benefit claimant to satisfy the effort to secure full-time work requirement

Rescission
None

Contents
Because unemployment is a serious issue governing the health, morale, and welfare of the people of this state and to the maintenance of public order within this state, Indiana Department of Workforce Development (IDWD) would like to encourage unemployed individuals to seek new full-time employment by linking the availability of benefits to their ability to collect unemployment benefits.

To make sufficient showing of an effort to secure full-time work, a claimant must show that the claimant has, in addition to registering for work under Indiana Code § 22-4-14-2, followed a course of action that with respect to individuals in the same or similar circumstances as the claimant, ordinarily results in securing suitable full-time work, taking into consideration the customary methods of securing work in occupations which are suitable for the claimant and the current condition of the labor market.

A claimant will be ineligible for unemployment benefits for any period for which IDWD finds that the individual has failed to make effort to secure full-time work. The facts and circumstances of each case will be considered when determining whether an effort to secure full-time work has been made. The following actions may be considered efforts to secure full-time work if IDWD finds that they constitute a reasonable means of securing full-time work by the claimant, under the facts and circumstances of the individual's particular situation:

1. Registering with the claimant's union hiring or placement facility.
2. Registering with a placement facility of the claimant's professional organization.
3. Making application with such employers as may reasonably be expected to have an opening suitable to the claimant.
4. Registering with a placement facility of a school, college, or university if one is available to the claimant in his occupation or profession.
5. Making application or taking examination for openings in the civil service of a government unit with reasonable prospects of suitable full-time work for the claimant.
6. Responding to appropriate want ads for work which appear suitable to the claimant.
7. Any other action that IDWD finds to constitute an effective means of securing full-time work suitable to the claimant.

No claimant can be denied benefits solely on the grounds that he has failed to or refused to register with a private employment agency or any other placement agency that charges the job seeker a fee for its services.

A claimant will be considered to have failed to make an effort where the individual has followed a course of action designed to discourage prospective employers from offering suitable full-time work.

This does not apply to claimants applying for benefits for a week of partial unemployment.

Review Date
December 31, 2009

Ownership
Unemployment Insurance Benefits
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
Telephone: 317.233.0107

Effective Date
January 1, 2009

Action
Indiana's workforce investment system will follow the guidance contained in this policy. Directors and managers will ensure that staff who work with this policy's subject matter are aware of the details contained in this policy and follow its guidelines.