



Date: May 14 2020

Letter ID: [REDACTED]

Claimant ID: [REDACTED]

CHRISTOPHER INGALLS
[REDACTED]

I've applied for unemployment benefits. What's next?

Read the *Handbook for Unemployed Workers*. To get your handbook:

- Go to esd.wa.gov; or
- Log into your eServices account; or
- Pick one up at your local WorkSource office; or
- Call us at 800-318-6022

You are responsible for reading and understanding the information in the handbook. If you don't follow the instructions, you could be denied benefits.

Then, make sure you:

- Look for a job and keep a job search log, unless we tell you otherwise.
- Submit your weekly claim.

Look for a job and keep a record of your contacts

Unless we tell you otherwise, *each week* you must:

- Make at least three employer contacts; or
- Go to your local WorkSource center and participate in at least three approved job search activities; or
- Do a combination of at least three employer contacts and approved activities.

Keep a record of your job search. There is a blank job search log at the back of the *Handbook for Unemployed Workers*. Be prepared to submit your job search activities with every weekly claim.

To find the nearest WorkSource center, log onto your eServices account or visit WorkSourceWA.com. To learn which job-search activities count toward work search in your area, please contact your local WorkSource office.

Search more than 60,000 Washington jobs on WorkSourceWA.com. Visit WorkSource for free employment workshops and expert job hunting advice.
Read the Handbook for Unemployed Workers at esd.wa.gov to find everything you need to know about benefits, including training for a new career.