

EDWARD H. BAILIFF  
ATTN: EDWARD BAILIFF  
320 S GOLD ST # CENTRALIA  
CENTRALIA WA 98531-4130

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

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

- Go to [esd.wa.gov](http://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](http://WorkSourceWA.com). To learn which job-search activities count toward work search in your area, please contact your local WorkSource office.

File your weekly claim, view your unemployment benefit details, find a WorkSource center and more at [esd.wa.gov](http://esd.wa.gov). Search more than 60,000 Washington jobs on [WorkSourceWA.com](http://WorkSourceWA.com). Visit WorkSource for free employment workshops and expert job-hunting advice.





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Read the *Handbook for Unemployed Workers* for more information.

**Submit a weekly claim**

Submit a weekly claim each week you want to receive unemployment benefits. You will **not** be paid for any weeks you have not claimed.

The first week you are eligible is called your waiting week. You will not get a payment for it, but you must submit your weekly claim on time to get credit for it.

- Log into your eServices account; or
- Call 800-318-6022. Washington Relay Service: 711.

You will answer questions for the week that just ended. A claim week begins Sunday and ends Saturday. File anytime Sunday through 5 p.m. on Friday (unless Friday is a holiday).

Example: To claim benefits for the week of October 2, 2016 - October 8, 2016, you must file your weekly claim between Sunday, October 9, and 5 p.m. on Friday, October 14, 2016.

When you submit your weekly claim, make sure you:

- Answer all questions truthfully. If you knowingly break the rules, you could be denied benefits, have to pay a penalty and face other serious consequences.
- Report any hours you worked and gross wages (before taxes) you earned during the week, regardless of when you get paid.

Submit your weekly claims even if we are still deciding whether you are eligible for benefits. If we decide you are eligible, we will **only** pay you for weeks you claimed.

Read the *Handbook for Unemployed Workers* for more information.

**Determine your eligibility for training opportunities**

If you are interested in training opportunities, see if you are eligible for Training Benefits, Commissioner Approved Training, or the Self-Employment Assistance Program.

Training Benefits adds additional weeks and benefits and has strict deadlines. You must apply for these benefits within 90 days and be enrolled in school within 120 days. If you are a dislocated worker, you have one year to apply and enroll in school.

Read the *Handbook for Unemployed Workers* for more information.

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## Use eServices

By logging onto your eServices account, you can do the following:

- Submit your weekly claim.
  - Submit forms and applications.
  - Read letters from Employment Security related to your claim.
  - Get information about your benefits, including how much you'll be paid and whether we've processed your payment.
  - Update your contact information and preferences, such as how you want to receive benefits.
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The Employment Security Department is an equal-opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to people with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing- or speech-impaired individuals. Individuals with limited English proficiency may request free interpretive services to conduct business with the department.

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