

# Washington State WorkSource Information Notice (WIN)

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**WIN Number:** WIN 0142

**WIN Title:** New work search activities for Unemployment Insurance (UI) claimants added to ESD.WA.GOV

**Date:** February 27, 2024

**Expiration:** N/A

## **Purpose:**

To communicate guidance on new work search activities for Unemployment Insurance (UI) claimants added to ESD.WA.GOV.

## **Action Required:**

Local Workforce Development Boards and their contractors, as well as Employment Security Regional Directors, must distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

## **Background:**

When the UI work search requirement was reinstated in July of 2021 after the pandemic, a new category of “other” approved work search activities was added.

[WAC 192-180-010](#) defines what constitutes a job search contact. It includes other approved activities that are listed on the department’s website at the time a weekly claim is filed. This expanded job search activities list on [esd.wa.gov](#) provides many work search options that can be done virtually.

## **Content:**

Adult Basic Education (ABE) and General Educational Development (GED) classes have been moved to the list of “other” approved activities. These activities and English as a Second Language (ESL) classes (previously updated to an “other” activity) had been listed on the website as WorkSource activities. WorkSource activities are required to be documented in the state Management Information System (MIS) to count. “Other” activities are not required to be documented in the state MIS.

In several cases, including ESL, ABE and GED, the website now distinguishes between instructor-led and self-paced classes or courses.

- When a class or course is instructor-led and lasts more than one day, each day counts as one activity that can be documented on the job search log.

- When the course is self-paced, each fully completed course counts as one job search activity. This makes the activity consistently measurable.

Further, because the value or benefit of many courses is dependent on completion of the activity, rather than mere participation it now explicitly states when the course must be completed in order to count as an activity.

Substitute House Bill [1570](#) was passed in the Legislature in 2023 and went into effect in July 2023. ESD, in collaboration with partners in business and labor, identified additional approved work search activities geared toward individuals seeking web application-based work. They are approved for all claimants.

Updated and new “other” job search activities (see ESD.WA.GOV for documentation ideas):

1. Complete an instructor led Adult Basic Education (ABE) course or class. (Each day counts as one activity.)
2. Complete a self-paced Adult Basic Education (ABE) course or class.
3. Complete an instructor-led General Educational Development (GED) course or class (each day counts as one activity).
4. Complete a self-paced General Educational Development (GED) course or class.
5. Set up a new account or activate one you already have for app-based work platforms (for example: Uber, Lyft, Doordash, Instacart, or others).
6. Other activities to demonstrate ongoing and active efforts to work on app-based platforms (for example: Uber, Lyft, Doordash, Instacart, or others).

#### **References:**

- Washington Administrative Code (WAC) [192-180-010](#)
- Substitute House Bill [1570](#)
- ESD.WA.GOV – [Job Search Activities](#)

#### **Website:**

[Workforce Professionals Center](#)

#### **Direct Inquiries To:**

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**Attachments:**

None