

Mass Workforce Issuance

Workforce Issuance No. 13-21

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: April 17, 2013

Subject: **Work Search Activity Log (Form 1750) Revised**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners about the revised Work Search Activity Log, Form 1750 revised 04-01-2013.

Background: DCS and DUA have worked together to revise the required DUA work search form. This was done in response to a recent Department of Labor review and also to ensure that all claimants were using a standard Work Search Activity Log with the same requirements clearly defined. Currently there are different versions of Work Search Logs with different requirements stated on the header that are in use. The new Work Search Activity Log will replace all existing forms.

This is the form that is required to be completed by all claimants for each week they request unemployment benefits. All REA and EUC-REA claimants are required to bring the completed form to their REA Review. All job seekers are encouraged to use this log as a useful tool in tracking their job search activities. The form may be downloaded from the DUA website or see Attachment A:

<http://www.mass.gov/lwd/docs/dua/worksearch-form-1750-rev-04-02-13-fs.pdf>

Action

Required: Please disseminate this information and assure that all appropriate staff members receive a copy of this issuance along with attached Work Search Activity Log.

Please replace any older versions of the work search form with the attached updated Form 1750 Revised (04-01-2013) version.

Inquiries: Questions related to this issuance can be directed to either Juliet Nelson at jnelson@detma.org or 617-626-5287 or Donna Gambon at dgambon@detma.org or 617-626-5053.

Attachment: A: Work Search Activity Log (Form 1750) Revised