

## Sample Letter



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GOVERNOR  
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THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

JOANNE F. GOLDSTEIN  
SECRETARY

MICHELLE R. AMANTE  
ACTING DIRECTOR

March 31, 2012

James Lastname  
43 Marsh Ave  
Norwell, MA 02061-1234

Dear Mr. Lastname:

### **Important Information for Unemployment Insurance Continued Claim**

As part of the requirement for receiving unemployment benefits, you have been selected to attend a Career Center Seminar (CCS). To schedule your attendance, please call the Automated CCS Scheduling System at 1-800-653-5586 or contact the Career Center nearest you. The deadline for attending this seminar is 04/20/2012.

You may attend the seminar at any Career Center convenient to you. At the seminar, you will receive an orientation to Career Center services, complete a job search inventory and career action plan, and meet staff that will help you evaluate your job search and connect you to many other valuable services. All these services will enhance your ability to compete for jobs and are available at no cost to you.

After you attend the CCS, you may be randomly selected for a mandatory Re-employment Eligibility Assessment Status Review (REA). If selected, you will be asked to review your work search activities with a re-employment specialist at a Career Center. State law requires Unemployment Insurance claimants to conduct an active work search while collecting benefits.

Failure to attend a scheduled CCS and/or complete the REA Program may affect the continuation of your UI benefit payments.

### **Job Search and Training Assistance To Help You Return To Work**

We know that your goal is to get back to work quickly. That's why we have partnered with the Division of Career Services to provide you with job search and training services through their network of 34 One-Stop Career Centers located across the Commonwealth.

Massachusetts One-Stop Career Centers are a proven, valuable resource for helping unemployed workers return to work as quickly as possible. Last year, over 96,000 job seekers reported that they found new employment directly as a result of working with the professionals at a Massachusetts One-Stop Career Center. We encourage you to take advantage of the many job search and training assistance services provided by the Career Centers.

If you have any question about attending the Career Center Seminar, or need job search assistance, please contact your nearest Career Center directly. To find a Career Center near you, please check the enclosed listing of Career Center locations, or go to [www.mass.gov/careercenters](http://www.mass.gov/careercenters).

Sincerely,

Michelle Amante