

WHAT TO KNOW

2023

Work Search Activities and All Supporting Documentation

The Kentucky General Assembly enacted changes to the state's unemployment insurance program during the 2022 regular session through House Bill 4 after overriding Governor Beshear's veto of the bill.

Work search activities and job contacts can include, but are not limited to, any of the following examples:

Formal Job Application

Examples: Copy of application confirmation from website or submission email, copy of application email sent to employer, copy of fax application confirmation, copy of your completed paper application, legibly signed, and dated by employer or Kentucky Career Center staff, screenshot of text message showing application submission

Job Interview

Examples: Documentation of interview scheduling, form letter signed by employer

Job Shadowing

Examples: Form letter to be completed by employer, includes dates/hours/etc.

Job Fair or Networking Event

Examples: Business card from participating employer, form letter signed by participating employer or Kentucky Career Center staff

Job Search Skills Workshop or Seminar

Examples: Email and/or certificate from Kentucky Career Center staff, form letter signed by the presenter to certify participation, screenshots from online participation

Employment Search Program through Kentucky Career Center or partner

Examples: Confirmation of registration in KEE Suite, documentation of job referral email, form letter signed by program staff to certify participation, screenshots from online participation

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