Layoff response
INFORMATION

BEING LAID OFF IS PAINFUL

It can be hard to pick up the pieces and look for a new job. Here is information about the workforce system, so please use this guide to write down any notes.

What is WorkSource?

- WorkSource is a partnership of state and local organizations that provide employment and training services to job seekers and employers at no cost. WorkSource has offices in most major cities across the state.
- You can find your nearest WorkSource by visiting WorkSourceWA.com. From the main landing page go to “Resources” > “WorkSource Locator” “Click on your County for locations and hours.
- On most days, WorkSourceWA.com offers more than 100,000 Washington jobs and other useful career tools and resources. While you can search jobs without logging in, you must have an account to create a resume of apply for jobs. WorkSource centers have computers, printers, copiers and a fax machine that you can use free of charge. They also host hiring events, job fairs, and free workshops on resume writing, interviewing and more.

What can WorkSource do for you if you’re facing a layoff?

- If you have lost your job through no fault of your own, you may be eligible for additional resources beyond unemployment benefits, often referred to as *Dislocated Worker Programs* or resources.
- Please visit the team at a WorkSource location for information on how they can offer individualized job search assistance, career counseling, and help upgrading your work skills, so you can get back to work faster.

WorkSource

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WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

Community college and worker retraining

- The Worker Retraining program offers financial support to dislocated workers who enter a college training program. You can find info and your nearest College by visiting Startnextquarter.org.
- The program covers the cost of classes and books for several months of school and up to three quarters.
- We offer a variety of short- and long-term training options. We can help connect you with other services and financial resources to help you complete your education.

Notes & Questions?

Unemployment benefits from the Employment Security Department

- You'll need your Social Security number (SSN) and work history for the last 18 months (all employer names, addresses and state/end dates). Apply for benefits online – it is much faster. Visit esd.wa.gov and select *Unemployment benefits*. Then, select *Apply online* to go to eServices to sign in or create your account. eServices is available 24 hours a day, seven days a week.
- If you apply for benefits by phone, you will experience extended wait times. Visit esd.wa.gov to see what day to call. It is pre-determined by the last number in your SSN. Call 800-318-6022 to apply.
- Use the calculator on the esd.wa.gov to calculate your weekly benefit.
- UI benefits will NOT equal your paycheck. Benefits equal about 60% of your regular pay. Depending on any recent claims, you may be able to collect unemployment for up to 26 weeks. There are no extensions. There are exceptions to this if you are attending approved training.
- Unemployment benefits are paid by debit card OR direct deposit. If you apply online, you can choose which method you prefer. If you apply for unemployment by phone, you will automatically receive a MasterCard debit card.
- While collecting benefits, you must make three job searches per week. Document your job search and keep your job search records. Otherwise, you may have to payback some or all of your benefits.
- WorkSource offers free job hunter workshops. These can count as a valid job search.
- If you are approved for unemployment, it usually takes 3-5 weeks for benefits to begin. The first week after you apply is called your waiting week. You will not get paid for that week.
- If your claim is denied, you have the right to file an appeal. If you quit or are fired before this business closes, you risk having your claim denied.
- If you apply for benefits, the Employment Security Department will ask if you want your information to come to you by email or U.S. mail, so watch for a letter in your mailbox.
- If you would like more information about unemployment benefits, be sure to check the box on the worker survey.

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