

Date
Social Security Number

NOTICE OF NEW REQUIREMENTS TO RECEIVE EMERGENCY UNEMPLOYMENT COMPENSATION

Congress added new requirements to the federal extended benefits (also called *Emergency Unemployment Compensation* or *EUC*) law. The new requirements are designed to help individuals who have been unemployed long-term find new work through work-search support and access to reemployment services.

If you are starting the first or second phase (also called tiers) of EUC, you will be required to complete a series of new steps that are intended to assist you in becoming reemployed. In order to be eligible for and to continue to be paid EUC benefits, you will need to meet the following requirements:

- Review an online presentation of the menu of services offered by workforce centers.
- Continue to seek work and keep a record of all employers contacted for work. You must keep this record for a minimum of two years from the date that you filed your regular unemployment claim. We must be able to verify your job contacts. You will be required to bring your work-search log to your in-person reemployment and work-search plan appointment at a local workforce center.
- Complete an individual work-search plan available online. You will need to print and bring this plan with you for an in-person reemployment and eligibility assessment at a local workforce center.
- Complete an online skills assessment. You will need to print and bring this skill assessment with you for an in-person reemployment and work-search plan appointment at a local workforce center.
- Attend a scheduled in-person reemployment and work-search plan appointment at a local workforce center. You will receive a notice from your local workforce center with the date and time of the eligibility-review appointment. Contact your local workforce center if you do not hear about your scheduled appointment within two weeks of receipt of this letter.

All of these requirements, except the in-person appointment, can be completed online. If you need assistance with any of these requirements, the local workforce centers can assist you through this process. If you do not meet **all** of these requirements, your unemployment insurance benefits will be discontinued. All requirements must be completed within six weeks from the time you start Tier 1 or Tier 2; however the scheduled appointment should be your last requirement completed. This appointment will generally be scheduled within two to three weeks of starting Tier 1 or Tier 2. Please make every effort to attend the scheduled appointment with the workforce center. Rescheduling an appointment may be allowed for justifiable reasons. If you cannot make the appointment, contact the workforce center that notified you **in advance** to reschedule. You can find the contact information for your local workforce center at www.coloradoui.gov/workforce. Click on **Find a Workforce Center**. If you do not attend your scheduled appointment your benefits will be discontinued.

To get started on the new federal extended benefits requirements or for more information, visit www.coloradoui.gov/euc. You can also call us at one of the above telephone numbers.

IMPORTANT! *This document(s) contains important information about your unemployment compensation rights, responsibilities and/or benefits. It is critical that you understand the information in this document. If needed, call 303-318-9000 or 1-800-388-5515 for assistance in the translation and understanding of the information in the document(s) you have received.*

¡IMPORTANTE! *Este documento(s) contiene información importante sobre sus derechos, obligaciones y/o beneficios de compensación por desempleo. Es muy importante que usted entienda la información contenida en este documento. Si necesita asistencia para traducir y entender la información contenida en el documento(s) que recibió, llame al 303-318-9333 o 1-866-422-0402.*