# UNEMPLOYED WORKER HANDBOOK

January 2019

Employment Security Department
WASHINGTON STATE

The Washington state Employment Security Department (ESD) has produced this handbook to provide unemployed workers with information and guidance about how to navigate the Unemployment Insurance benefits system.

This handbook is based on current legislation and rules.

The Employment Security Department is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711.

**English**

This handbook explains your rights and responsibilities when you apply for and claim unemployment benefits. If you don't understand it or have questions, call the claims center at 800-318-6022 for help. Free interpretive services are available to answer your questions if you don't speak English. You are responsible for understanding this information. You may be denied benefits if you don't follow the instructions in this handbook. If you knowingly break the rules, you could be denied benefits for committing fraud, which may lead to serious consequences, including civil and criminal penalties. Keep this handbook for future reference.

**Spanish**

Este manual explica sus derechos y las responsabilidades que contrae cuando solicita y registra reclamos de beneficios del seguro por desempleo. Por favor léalo y si no entiende algo o tiene preguntas, llame al centro de reclamos al 800-318-6022. Si no habla inglés, tenemos servicios de interpretación para contestar a sus preguntas. Usted tiene la responsabilidad de entender esta información. Si no sigue las instrucciones en este manual, se podrían denegar sus beneficios. Si a sabiendas no cumple con los reglamentos, se le podrían denegar los beneficios por cometer fraude, lo que podría ocasionar consecuencias graves que incluyen sanciones civiles y penales. Para uso futuro, guarde este manual como punto de referencia.

**Cambodian/Khemer**

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**Chinese simplified**

此手册讲解当您申请和申报失业保险金时的权利和责任。请阅读此手册，如果有您不理解的地方或疑问，请致电失业局寻求帮助，号码是 800-318-6022。如果您不懂英文，我们可以提供免费的翻译服务来回答您的问题。您有责任理解此手册的信息。如果您不遵守此手册内的指令，您的失业保险金申请可能会被拒绝。如果您故意违反规则，您可能会因为欺诈而得不到失业保险金，并且面对严重的后果，包括民事和刑事处罚。请妥善保存此手册，以备今后参考。

**Chinese traditional**

此手冊講解當您申請和申報失業保險金時的權利和責任。請閱讀此手冊，如果有您不理解的地方或疑問，請致電失業局尋求幫助，號碼是 800-318-6022。如果您不懂英文，我們可以提供免費的翻譯服務來回答您的問題。您有責任理解此手冊的信息。如果您不遵守此手冊內的指令，您的失業保險金申請可能會被拒絕。如果您故意違反規則，您可能會因為欺詐而得不到失業保險金，並且面對嚴重的後果，包括民事和刑事處罰。請妥善保存此手冊，以備今後參考。

## Korean

이 안내서에는 귀하가 실직수당을 신청하거나 청구할 때 알아야 할 권리와 책임이 설명되어 있습니다. 그러므로 이 안내서의 내용을 읽고 이해해 주시기 바랍니다. 이 안내서를 이해하는 데 어려움이 있거나 질문이 있으시면 청구 센터, 800-318-6022 로 전화해 도움을 청하십시오. 영어를 할 줄 모르시는 분은 무료 통역 서비스를 통해 질문에 대한 답을 얻으실 수 있습니다. 귀하는 이 안내서의 내용을 이해할 책임이 있습니다. 이 안내서에 나와 있는 지시사항을 따르지 않으면 실직수당이 거절조치될 수도 있습니다. 그리고 고의적으로 해당 규정을 위반하는 경우 사기행위에 입각해 실직수당이 거절조치될 수도 있으며, 민/형사상의 처벌을 비롯해 심각한 결과를 초래할 수 있습니다. 이 안내서는 추후 참고용으로 잘 보관하시기 바랍니다.

## Laotian

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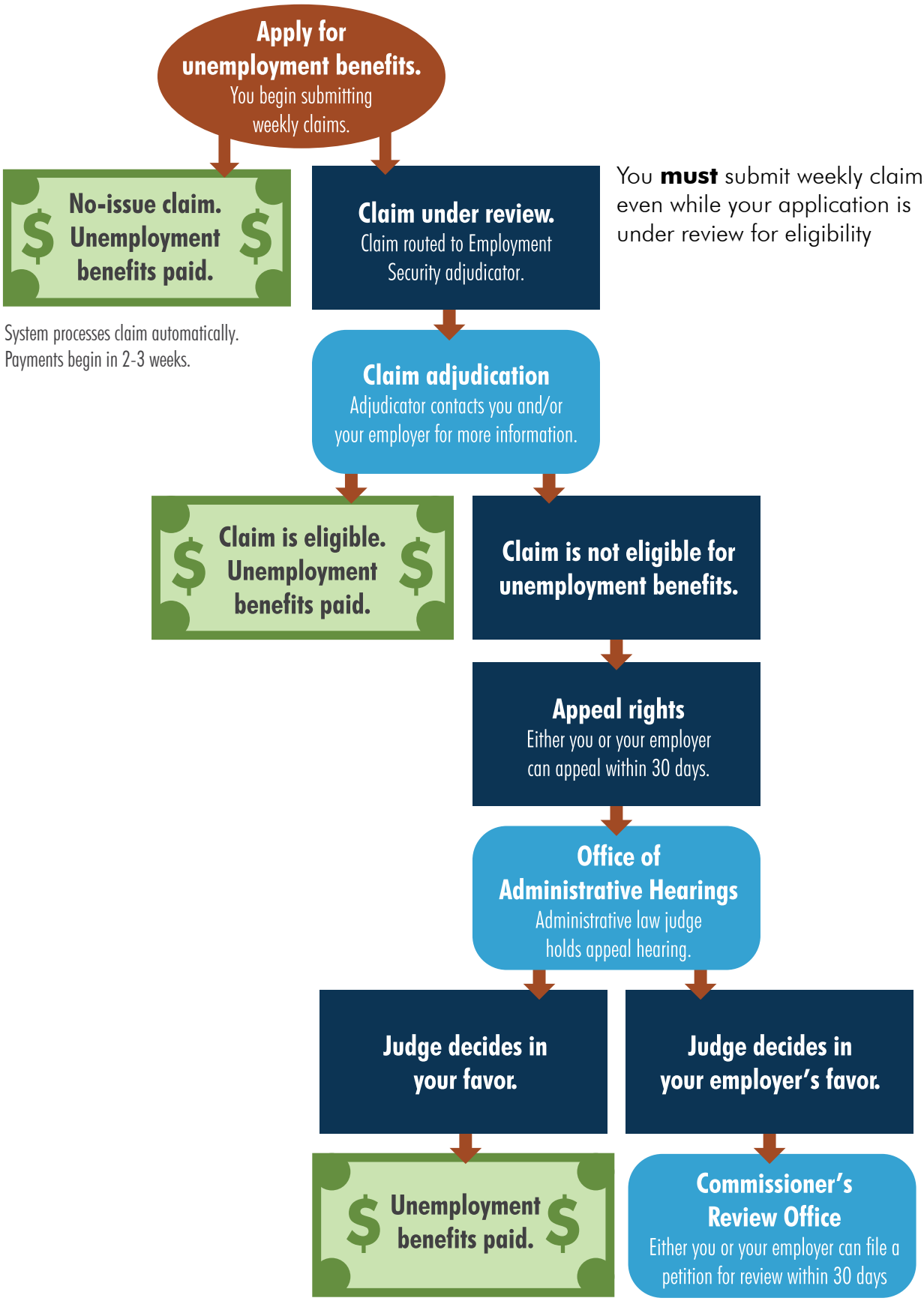
# The unemployment benefits process



*Words in **bold italics** are defined in the Definitions section in the Appendix section of this Handbook.*

## What is Unemployment Insurance?

Unemployment Insurance is a program that provides financial benefits for eligible unemployed workers to help you meet expenses while looking for a new job. Unemployment benefits replace part of your lost income and are not public assistance. Unemployment benefits are made possible through unemployment taxes paid by employers. Unemployment taxes are not withheld from employees' paychecks.

The Washington state Employment Security Department (ESD) has programs and services to

- help you financially when you become unemployed due to no fault of your own and
- assist you to return to work as quickly as possible.

We are here to help you apply for ***unemployment benefits***, submit ***weekly claims***, improve your ***job search*** skills and look for work.

## Information needed to apply for benefits

You will need to be prepared to provide the following information in order to apply for unemployment benefits:

- Your complete work history for the past 18 months including:
  - employer name(s)
  - address(es)
  - phone number(s)
  - start and end dates of employment for each employer.
- If you have worked in other states in the last 18 months, you need the state(s) where you physically worked and your employer's payroll address.

## How long can you collect unemployment benefits?

Your unemployment claim is considered to be open for one year. However, your actual benefits will generally last for six months (26 weeks). Your benefits may last longer than six months if you have deductible earnings

from working or you are collecting retirement pay. If you run out of (exhaust) your benefits, you cannot apply for a new claim until your current claim expires (one year).

## Maintaining eligibility for benefits

To maintain benefits, you must continue to meet the eligibility requirements for each week that you claim. Eligibility means:

- being able to work
- being available for work
- actively seeking work and
- keeping track of your job search by maintaining ***job search logs***. Your job search logs may be reviewed at any time by ESD to ensure that you are meeting your job search requirements.

## Requalifying for benefits

If you were paid unemployment benefits on a claim that is now expired, you must meet the following requirements to qualify for a new claim:

1. You must have worked at least 680 hours in the base year of your new claim.
2. You must have returned to work and earned six times your weekly benefit amount since the initial job separation and application date on your prior claim, but before the effective date of your new claim.

These rules do not apply if you file a claim in Washington after ***exhausting benefits*** in another state or if you were not paid on the prior claim.

## Canceling a claim

You can cancel your claim if you have not received any payments on the claim and it has not been more than 30 days since you applied for benefits. You will need to call the Claims Center at 800-318-6022 to request a claim cancellation. Once a claim is canceled, it cannot be reinstated. You would need to apply for a new claim to begin receiving benefits.

## Stop claiming once you start a full-time job

Once you are hired full-time or earn at least your weekly benefit amount, you do not need to call us to tell us that you found work. But you must stop submitting weekly claims once you actually start your new job – not after you get your first paycheck.

## Are you eligible for benefits?

There are a number of factors which ESD takes into consideration to determine who can receive benefits. We look at:

1. The number of hours you have worked in the past 12-18 months, to determine if you have the minimum 680 hours required in the base year (the time frame your claim's maximum benefits amount will be based on).
2. The reason you were separated from your job: laid off, quit with good cause, terminated due to no fault of your own, or still working less than full-time.
3. If you are mentally and physically able to work, as well as available to work without restrictions that would prevent you from accepting work (for example: transportation issues, illness, vacations, or lack of family/child care).
4. If you are making an active, weekly job search to make sure you are looking for work in occupations that you are willing and able to work in. You must keep a log of your job search activities.
5. If you are legally authorized to work in the United States during your base year and the weeks you are claiming benefits.

## Covered and Non-covered employment

Covered employment is a type of job for which your employer is required to pay into the unemployment tax trust fund. It is not a deduction from your paycheck.

***Non-covered employment*** includes such occupations as:

1. Self-employed workers
2. Elected government officials
3. Church employees
4. Appraisers
5. Amateur sports officials, like umpires and referees
6. Work-study students
7. Workers on some small fishing boats
8. Corporate officers
9. Workers paid based on commission

## Federal employees

You may be eligible for unemployment benefits in Washington state if:

- You were a federal employee in the past 18 months, and
- Your official duty station of your last federal employer was in Washington, or
- You are a current Washington resident and you
  - Are a U.S. citizen and your official duty station was outside the U.S., or
  - Have worked in Washington after your last federal employer.

For more information, go to https://esd.wa.gov/unemployment/federal-employees.

## Educational employees

The term "educational employees" includes anyone who works for any level of educational institution, including K-12 and higher education. This includes, but is not limited to, teachers, administrators, principals, librarians, bus drivers, custodians, and professors.

Under federal law, educational employees are not eligible for unemployment insurance benefits during traditional break periods in situations where they have "reasonable assurance" that they will continue working after the break. However, if they do not have "reasonable assurance" that they will continue working after the break, then – depending on the situation – they may be eligible to use those wages for their unemployment benefit claim.

There is a three-part "test" to determine whether educational employees may be able to use the wages for their unemployment benefit claim:

- Test One: Does the situation meet the prerequisites?
- Test Two: Is there a contract?
- Test Three: Is there reasonable assurance?

For more information, go to https://esd.wa.gov/unemployment/educational-employees.

## Can you still work and receive benefits?

If you are working less than full-time, you may still be eligible for part of your unemployment benefits.

When you submit your weekly claim, you must report the number of hours you worked and the total gross wages (before any deductions) you earned for the work you did during that week, regardless of when you receive payment for the work done. This includes reporting any hours and earnings you receive if you work in non-covered employment.

You must still be able and available to accept full-time work even though you are working part-time. You must also make an active search for full-time work (and keep track of those searches).

ESD calculates the amount of your weekly benefits based on the hours and wages you report. You must accurately report this information and we verify the information you provide with your employer. If you knowingly provide incorrect information, you might have to pay back benefits and penalties on top of that.

## Temporary Total Disability (TTD)

If you have been unable to work for 13 or more weeks in a row due to injury or illness, you may still be eligible for unemployment benefits. You must also meet the standard eligibility requirements for all unemployment claims. To file a TTD claim, you must be able to work, available for work, and:

1. Your disability date or time loss payment must have started within the last 6 years; and
2. A doctor must have released you for work within the last 12 months (released for light duty is allowed as long as you can work full time); or
3. Your workers' compensation or crime victims' compensation must have ended within the last 12 months.

### When should you contact the Claims Center to file your claim?

1. For Non-work related injury/illness: Apply for benefits during the week you are released for full time work.
2. For Work-related injury and illness: Apply for benefits the week after you are released to work or time-loss end date.

**Note**: Workers' compensation is paid by Labor and Industries (L&I) or a private insurer due to an on-the-job injury, including back pay of wage replacement such as: time-loss, loss of earning power payments and adjustments. Let us know if you are appealing a decision to deny your workers' compensation benefits.

A TTD claim is based on wages and hours earned before your injury or illness as if you filed on that date. Send us a message through your eServices account or call the Claims Center at 800-318-6022.

All claims that are filed online or by phone are reviewed thoroughly in order to offer you the best claim options.

# What would keep you from receiving unemployment benefits?

## Separation from employment

ESD gathers information from both you and your employer(s) about the reason for your job separation. We need to determine if your job ended due to a layoff, if you quit for good cause, or if you were fired for reasons other than ***misconduct***.

If your job ended due to a layoff, which is defined as a lack of available work, benefits are generally allowed (unless there are other questions about your eligibility). A lack of work could be due to the business closing, seasonal changes or a business downturn.

We may contact you by sending you a questionnaire by U.S. mail, through eServices, or using the phone number or email address you have provided. Based on the information you provide, a decision is made to either allow or deny your benefits if the separation is something other than a lack of work.

If your job ended because you quit, the separation is reviewed to determine if it meets one of the following ***good cause*** reasons for quitting:

1. You took another job prior to leaving your current employer.
2. You or a family member became sick or disabled, or a death occurred in the family, and it became necessary for you to quit work.
3. You moved due to your spouse or registered domestic partner's job that was out of your customary labor market.
4. You needed to resign as a result of domestic violence or stalking.

5. Your employer made a change to your hours or pay that resulted in a 25 percent or more reduction.
6. There was a safety problem at work that you reported but your employer did not address or fix the problem in a timely manner.
7. There was illegal activity at work that you reported but your employer did not address in a timely manner.
8. Your employer made a change in the usual work that goes against your sincere religious or moral beliefs.
9. You entered an approved apprenticeship training program.
10. You started, continued, or resumed an approved training program under the Trade Act.
11. You worked a full-time job and a part-time job at the same time, and chose to quit the part-time job.

If you are denied benefits based on not having good cause for quitting your job, the denial continues until it has been seven weeks after the week you separated from the employer AND have earned at least seven times your weekly benefit amount in new ***covered employment.***

If your job ended because you were fired, the separation is reviewed to see if it was for misconduct, gross misconduct or no misconduct at all. Misconduct is doing something deliberately or carelessly when you knew or should have known it could cause harm to the employer's business.

Examples of misconduct are:

1. Repeated tardiness when you had been previously warned.
2. Insubordination.
3. Dishonesty related to employment.
4. Repeated and inexcusable absences.
5. Violations of law or deliberate acts that could provoke violence or illegal actions.
6. Violation of a company policy or rule.
7. Deliberate violation standards of behavior an employer has the right to expect from its employees.
8. Carelessness or negligence that causes or would likely cause serious bodily harm.
9. Carelessness or negligence of such a degree or frequency that it shows an intentional or substantial disregard for your employer's interest.

Examples of gross misconduct include:

1. A criminal act in connection with your work for which you have been convicted in a criminal court or have admitted to committing.
2. Conduct connected with your work that demonstrates a ***flagrant*** and ***wanton*** disregard for your employer or a fellow employee.

If you are denied benefits based on being fired for misconduct or gross misconduct, the denial continues until it has been ten weeks after the week you separated from the employer AND you have earned at least ten times your weekly benefit amount in new covered employment.

If you are denied benefits due to gross misconduct, the wages and hours from that employer are removed from your claim. This could cause your claim to drop below the required 680 hours needed to establish a valid claim. If you did not work at least 680 hours for this employer, hours will be removed from other base year employers to total 680.

## Can you get benefits if you are on strike or affected by a lockout?

This is determined on a case-by-case basis. You should apply for benefits and keep submitting your weekly claims while you are waiting for our decision. If you have earnings or strike pay, we may deduct a portion of them from your benefits.

## Is there anything else that could keep you from receiving benefits?

Once your claim is open, you must submit weekly claims to certify that you have met all the requirements for the week. If you do not file timely, a week could be denied. If you stop filing, and at a later date wish to reopen your claim to start filing again, you need to reopen your claim in the week that you want to start receiving benefits.

If you are reporting untrue or inaccurate information (either intentionally or unintentionally) such as employment history, reasons you were separated from work, earnings (whether in covered or non-covered work), job search activities, or not being able or available to work, your benefits could be denied.

ESD may request you attend an appointment with WorkSource. The letter will be sent by U.S. mail. If you fail to schedule or attend an appointment as required, we will contact you to find out why you did not attend. We may determine that the week of the appointment is disqualified, based on why you missed the appointment.

### Benefit Exclusions

You DO NOT qualify for benefits if you are working full-time. This includes:

1. Working full-time on commission.
2. Working full-time, but earning less than your Weekly Benefit Amount.

## What if your eligibility is in question for some reason?

After you apply for unemployment benefits and submit a weekly claim, ESD determines if you are eligible for benefits. At any time during your claim, we may need additional information to make a revised decision. To gather the facts we need, we may:

1. Send you questionnaires by U.S. mail or through eServices.
2. Send you a message through eServices.
3. Call or email you.
4. Contact your former employer(s) to ask specific questions about why you are no longer working.
5. Contact other people who can provide relevant information.

We make decisions based on information we have available. If ESD attempts to contact you, and you do not respond in a timely manner, a decision could be made that may result in your benefits being denied. If we have questions after you have already started receiving weekly benefits, we may pay you conditional payments until the questions are resolved.

# What is eServices?

eServices is the Employment Security Department's secure website for applying for unemployment benefits, submitting weekly claims and accessing information about your benefits. It is available 24 hours a day, 7 days a week.

## Options available through eServices

- Apply for unemployment benefits
- Submit weekly claims
- Re-open a claim
- Respond to requests for information
- Get payment status and history
- Submit attachments
- File an appeal
- Apply for Training Benefits and other programs
- Change contact information
- Change benefit payment method (direct deposit or debit card)
- Check overpayment balances and make payments
- Send a message/ask a question
- Request federal income tax to be withheld from your benefits
- Change your Personal Identification Number (PIN) for our phone system
- Look up your past wages

# How to create or sign in to your eServices account

To use eServices, go to https://secure.esd.wa.gov/home/ to sign in. You may also need to create a SecureAccess Washington (SAW) account the first time if you don't already have a SAW account.

You may already have a SAW account if you have used other online government services, such as renewing your driver's license or buying a fishing license. You can check your SAW account status on the eServices sign-in page. If you already have a SAW account, use that same username and password to log in.

## Online using eServices

You can ask a question by sending us a message through your eServices account 24 hours a day, 7 days a week.

## By fax or U.S. mail

You may also fax or mail documents to ESD. Specific fax numbers or mailing addresses are located on individual letters and forms. Make sure to include your Claim ID or Social Security number on each page you fax or mail to ensure all the information you send is attached to your claim.

## By phone

To speak to a claims agent, call the ESD Claims Center at 800-318-6022, Monday – Friday from 8 a.m. – 4 p.m. (except holidays) as follows:

***Monday***: New applications for those with Social Security numbers ending in 0-3; questions about weekly claims and other general questions.

***Tuesday***: New applications for those with Social Security numbers ending in 0-6; questions about weekly claims and other general questions.

***Wednesday, Thursday, and Friday***: New applications for everyone with Social Security numbers ending in 0-9; questions about weekly claims and other general questions.

## Schedule a call back

If you want to schedule a specific day and time range for someone from the Claims Center to call you back, please go to our Schedule a Callback page at https://esd.wa.gov/unemployment/UI-callback.

## Access automated self-service options

You can call the ESD Claims Center at 800-318-6022 24 hours a day, 7 days a week to access the following self-service features:

## Automated Phone Services

| Services | Press | Direction | When Available |
|---|---|---|---|
| Submit your weekly claim | 1 | Be ready to answer the automated weekly claim. Wait for the statement "your claim has now been accepted" before hanging up. | 12:00 a.m. Sunday - 4 p.m. Friday (unless Friday is a holiday) |
| Re-open claim | 2 | If you have worked for any employer since you last claimed, be prepared to provide employer names, addresses, dates worked and reasons you are not working. | Anytime |
| Check payment | 3 | You will hear your last payment amount, date your payment was issued and your benefit balance. | Anytime |
| Change contact information | 4 | Keep your contact information current.<br>Speak slowly while recording any changes to your information. It can take up to two business days for the change to process. | Anytime |
| Overpayment Information | 6 | If you have an overpayment, you will be given overpayment account information or will be asked to call Employment Security Collections. | Anytime |

## Other languages

The ESD Claims Center's phone line has messages in English, Spanish, Vietnamese, Russian and Korean. If you don't speak any of these languages, press "7" to speak to an interpreter at no cost. Links to additional information in many other languages are located at the bottom of the esd.wa.gov home page.

## Keep your contact information up-to-date

It's important that you keep up-to-date contact information on your claim because we may need to contact you by U.S. mail, through eServices, by phone or email about your eligibility for benefits. We may still send you notices even after you stop claiming unemployment benefits. These notices may include Internal Revenue Service and benefits eligibility information.

Make sure to update your claim with any new mailing address information as soon as possible – even if you move out of state or leave the country. If we cannot reach you when information is needed, your benefits could be delayed or denied.

### How to update your contact information

| Method | Directions |
|---|---|
| eServices | Sign in to your existing eServices account and select "Update" next to "About me" on the home page |
| By Phone<br>800-318-6022 | Use the automated phone service 24 hours a day and select option 4 |

**Note**: It may take up to 48 hours to process a change of address.

## Shared information and your privacy

Your privacy is important to us and we follow state and federal privacy laws when working with your claim and personal information. In some cases, we are required to share limited information about you with our partners who include, but are not limited to:

- Service providers under the federal Workforce Innovation and Opportunity Act
- Local workforce development boards
- The Washington state Department of Social and Health Services
- Community and technical colleges and
- Other specifically authorized community service organizations.

In some cases, you can ask us to keep your information private. (See the Appendix for more information about how we protect your privacy.)

## WE TAKE FRAUD SERIOUSLY

***Fraud*** is knowingly withholding information about a claim. It has serious consequences. Violators can face criminal prosecution.

ESD's team of investigators is solely focused on identifying fraud. Breaking the rules, such as intentionally failing to report correct work and earnings, could result in a denial of benefits, an overpayment, penalties and even criminal prosecution.

# Tips to avoid committing fraud

Follow these tips to keep from committing fraud. While you collect unemployment, you are responsible for following the requirements in state law. Serious consequences, including penalties can result if you fail to:

1. Accurately report why you're unemployed. Be sure to report the reason for leaving your job when you apply for unemployment benefits, reopen your claim or file a weekly claim. If you lie about the reason you lost your job, you will be guilty of fraud.
2. Report any wages you earn while you are receiving unemployment benefits. You must report your gross wages (before taxes) for each week you work, regardless of when you get paid. If you don't, you are guilty of fraud. Report all earnings, including part-time work and temporary work.

Avoid making mistakes so we can pay you correctly. Read and follow all of the information we give you. If you don't understand something, please call the Claims Center at 800-318-6022 for clarification.

## Penalties for unemployment benefits fraud

You may be denied benefits if you knowingly break the rules and commit unemployment benefits fraud. This may lead to serious consequences, including:

1. Paying back the unemployment benefits you collected, plus penalties and fines, and losing eligibility for unemployment benefits in the future.
   a. First violation - We deny 26 weeks (six months) of future benefits and require you to pay back any benefits you should not have received, plus a penalty of 15 percent of that amount.
   b. Second violation - We deny 52 weeks (a full year) of future benefits and require you to pay back any benefits you should not have received, plus a penalty of 25 percent of that amount.
   c. Third and additional violations - We deny 104 weeks (two years) of future benefits and require you to pay back any benefits you should not have received, plus a penalty of 50 percent of that amount.
2. Prosecution.
3. Jail or prison.

If you make a mistake, send us a message through your eServices account or call the Claims Center at 800-318-6022.

## How we identify fraud

Here are some ways we identify people who are committing fraud:

1. Comparing the earnings reported by workers and their employers.
2. Auditing claims.
3. Checking earnings reported in Washington and other states.
4. Checking records in the National Directory of New Hires to make sure people aren't collecting unemployment benefits when they start working again.
5. Checking job search contacts.
6. Investigating tips about possible fraud.
7. Verifying information with data in state and federal databases (cross matching).
8. Verifying the reason claimants are unemployed.

## Report fraud

ESD's Office of Special Investigations oversees fraud prevention and detection activities:

- The Fraud Prevention Unit investigates workers compensation, incarceration, and ***stranger wages*** issues. They also take tips from the public. If you know an employer or individual who is committing fraud, we want to hear from you.
- The Fraud Detection Unit investigates Provider One/Social Service Payment System, deceased, missing employer, and failure to respond issues.

Both units investigate earnings, out of country, and Internet Protocol issues.

### How to report fraud

Phone: 800-246-9763.

Fax: 360-902-9771

Complete an online fraud form at or visit ESD's Report Fraud webpage https://esd.wa.gov/unemployment/unemployment-benefits-fraud

# Your rights

We make decisions on eligibility based on laws and policies that apply equally to anyone claiming unemployment benefits.

## If ESD questions your eligibility for benefits

We might need more information to decide if you are eligible to receive unemployment benefits. At any time, we might:

1. Send you questionnaires using eServices or U.S. mail.
2. Call or email you for more information.
3. Contact your former or current employer(s).

Before we make a final decision on any issue, you have the right to be interviewed and to know why we are questioning your eligibility. Interviews are usually conducted by phone.

1. Before the interview, you can request to see any documents we have about your eligibility.
2. You can ask someone to help you, including an attorney. You are responsible for any fees an attorney charges you.
3. You have the right to present evidence, documents and witnesses during the interview.
4. You may question anyone during the interview, including witnesses.

## If you disagree with a decision

You and your former employers have the right to appeal our decisions.

## If you have a disability

If you need a reasonable accommodation for a disability, please let us know:

1. If you are hearing or speech impaired, call our TTY line at 800-365-8969. You also may use the relay service for operator assistance at 800- 833-6384 or call 711.
2. If you have a disability that prevents you from using the Internet or telephone, visit your local WorkSource office for help. These offices are accessible. WorkSource office staff can advise you on applying for unemployment benefits and how to look for work. To support our commitment to universal access to job search services, WorkSource offices offer a range of technology to help people with different needs, such as limited mobility, low vision or blindness, learning and cognitive needs or hearing impairments.

## Your responsibilities

You are responsible for following the instructions in this Handbook and for obeying all laws related to unemployment benefits. If you don't understand something, please call the Claims Center at 800-318-6022 for clarification.

### Look for a job and keep a job search log

To receive unemployment benefits, you must look for work and keep a record of your job search activities unless we tell you otherwise.

### Answer all questions on weekly claims truthfully

Correctly report when you are not able and available for work or when you don't actively search for work. To collect weekly benefits, you must be able to work and be available for suitable work each week.

### Answer our questions

If you get a questionnaire from us, you must answer the questions honestly and return it by the due date. Otherwise, we may deny your benefits.

### Attend scheduled interviews

If you are scheduled for an interview or appointment at a WorkSource office, you must attend as scheduled. Your participation is mandatory. Otherwise, we may deny your benefits.

### Perform your weekly responsibilities

You must submit a weekly claim to continue to be eligible for benefits.

### Keep your contact information current

You must keep your mailing address, phone number and email address updated so we can send you notices and contact you when necessary. Even if your preferred method of contact is eServices, continue to check your mailbox because we will send some letters only by U.S. mail.

**Note**: The U.S. Postal Service does not forward debit cards.

## How to apply online

You can apply online 24 hours a day, seven days a week using your eServices account. You must use a laptop or desktop computer for this initial step—not a mobile device. If you don't have a computer, stop by your local library or WorkSource center to use a computer.

A confirmation page appears when you successfully submit a new application. You will also receive verification by email, if you gave us your email address as a way to communicate with you.

## How to apply by phone

To speak to a claims agent, call the Claims Center at 800-318-6022 between Monday – Friday from 8 a.m. – 4 p.m. (except holidays) as follows:

**Monday**: New applications for those with Social Security numbers ending in 0-3.

**Tuesday**: New applications for those with Social Security numbers ending in 0-6.

**Wednesday, Thursday and Friday**: Everyone (Social Security numbers ending in 0-9) can submit new applications.

Review your wages and hours reported in the *Unemployment Claim Determination* letter. If you think wages are missing or incorrect, please call the Claims Center at 800-318-6022 to request a correction.

The following wages do not automatically show up in your Unemployment Claim Determination letter. We must request them from the other state or employer so they can be added to your claim:

1. Work in other states.
2. Work for the federal government.
3. Active duty military service.

# How much will you receive?

The amount of benefits you receive depends on your earnings (the money you made) in your base year.

The maximum amount you can get per week is your ***Weekly Benefit Amount (WBA)***. Washington state's unemployment minimum and maximum weekly benefit amount (WBA) may change from year to year.

We do not pay less than the minimum or more than the maximum WBA. Please see our "Estimate your benefit" webpage at https://esd.wa.gov/unemployment/calculate-your-benefit for this information.

The total amount of benefits you can receive during an unemployment claim year is called your ***Maximum Benefit Amount (MBA)***. You get whichever amount is less.

The WBA you receive may change depending on a number of situations that could deduct money from your weekly benefit amount.

Your unemployment claim lasts for one year. Your benefits will not last that long, generally six months (26 weeks). It may last longer than six months if you have deductible earnings from working or collecting retirement pay.

## When will you know how much you will receive?

If you apply for unemployment benefits online through your eServices account, you receive an immediate message entitled, *Your Benefit Rights and Responsibilities*. This information provides an estimate of your weekly benefit amount (WBA), the number of weeks these benefits will last and your maximum benefit amount (MBA).

If you apply for unemployment benefits by phone, the claims agent will give you an estimate. Your Benefit Rights and Responsibilities are presented to you verbally.

Once your application is submitted, we will send you an *Unemployment Claim Determination* letter by eServices or U.S. mail. Let us know if you don't receive this letter within two weeks after you apply.

If your application includes prior employment (for the last 18 months) in the military, with a federal government agency or in other states, your letter may initially show you are not eligible for unemployment benefits. We must wait for wage information from those organizations or states to be reported to us, so you may receive multiple letters. The final letter shows your eligibility with all wages or earnings from all of your most recent employers.

## Your Unemployment Claim Determination letter

After you apply for your unemployment claim, you will receive an ***Unemployment Claim Determination letter*** through the U.S. mail. This letter includes the wages reported by your base year employer(s) and, if you qualify for benefits, the weekly benefit amount you will receive.

Your *Unemployment Claim Determination* letter includes the following information:

1. Your weekly benefit amount (WBA).
2. Your maximum benefits or maximum benefit amount (MBA).
3. How many hours you worked and how much you earned in your base year, as reported by your former employer(s).
4. Whether you worked enough hours to qualify for unemployment benefits (680 hours).
5. Any information about your claim.

### Review your Determination letter carefully

Your *Unemployment Claim Determination* letter may be wrong or look wrong if:

1. You worked in one quarter and were paid in the next quarter. Employers report wages in the same quarter you are paid. If you believe moving these wages to the quarter you earned them might give you a better claim or help you to qualify for benefits, call the Claims Center at 1-800-318-6022.
2. Your employer(s) incorrectly reported your Social Security number, wages or hours, or didn't send us a report.
3. There are wages reported for someone else, known as stranger wages.

4. You were in the military, worked for the federal government or worked in other states. These wages do not appear on your Unemployment Claim Determination letter. We send you a Redetermination of Benefits, Wages and Hours with corrected information once we receive the information from your employer or other states.
5. We did not correctly record your wages and hours in our computer system.

We will send you an updated letter or redetermination letter each time wages or hours are added or corrected. If you think any information is wrong or missing, send us a message through your eServices account or call the Claims Center at 800-318-6022. Please have paystubs available before you call, if you feel you have underreported wages or unreported wages.

## What if you didn't work enough hours in your base year to qualify?

You may be eligible for an Alternate Base Year (ABY) claim if you did not work the required 680 hours in your regular base year. If you meet the conditions above related to federal, military or out-of-state employment, we wait for those wages to be reviewed first before changing your base year. The Unemployment Claim Determination letter will give you an option to request an ABY if you don't qualify for a regular claim. You can

send us a message through your eServices account or call 800-318-6022 to find out if you qualify for benefits with an ABY.

An ABY uses the most recent completed calendar quarters as your base year. The quarters used depends on when you applied for benefits. You must have 680 hours of work in your ABY and still meet all other eligibility requirements to qualify for unemployment benefits.

# What is deducted from your benefits?

## Earnings

When you file a new claim or submit your weekly claim, you must report any work you did and earnings you received or will receive for that week. You must report your earnings in the week you performed the work, not when you got paid for the work. Report your gross pay before any deductions are taken out. Please ensure that you report the earnings using the employer that matches the employer name on your pay stub, check or pay statement.

We adjust your weekly benefit amount by deducting part of your earnings. By reporting all your earnings, you will avoid having to pay back benefits later. Examples of deductible earnings and other payments you must report:

1. Net income from your own business.
2. In-kind payments that substitute for money, such as rent or room and board.
3. Bonuses attributed to work performed in that week.
4. Tips in any form.
5. Paid vacation, holidays and sick leave.
6. Military Reserve and National Guard pay if you worked more than three days in a row.
7. Pay for jury duty service.
8. Earnings from state work study (does not include Title IV funds).
9. Pay from an employer, such as back pay (including back pay from a time-loss or workers' compensation claim) for weeks you claimed.

## Workers' compensation

Workers' compensation paid by L&I or a private insurer due to an on-the-job injury, including back pay of wage replacement such as: time-loss, loss of earning power payments and adjustments. Let us know if you are

appealing a decision to deny your workers' compensation benefits. If time-loss and loss of earning power benefits are paid for any week(s) you have already received unemployment insurance benefits, you may have an overpayment.

## Separation pay

1. Severance packages (WAC 192-190-045) from an employer usually do not affect your unemployment benefits.
2. Pay in lieu of notice (WAC 192-190-055 and 192-190-050), or continuation pay with full benefits that are guaranteed, can affect your benefits.

Report any separation related payments you receive or are entitled to receive when you file your weekly claim(s). We may ask additional questions to determine if your separation pay is deductible.

## Retirement plans

You must tell us if you receive or apply to receive payment from your retirement plan. We may deduct the employer-paid portion of your retirement from your unemployment benefits. If you receive a lump sum retirement payment, the amount we must deduct each week is based on your life expectancy. However, if you withdraw any money from your retirement plan prior to or after the roll over while you are claiming, you must report it.

These payment types are not deductible:

1. Social Security.
2. Disability payments based on an injury (includes VA disability).
3. Payments based on someone else's work (survivor, widow, or divorce decree settlement pensions).
4. Retirement plans that were transferred within 60 days to a long-term retirement account, such as an IRA.

# What may be withheld from your benefits?

## Unemployment benefits overpayment

Sometimes we deduct some or all of your unemployment benefits payment to pay back an overpayment.

If we require you to pay back benefits due to an overpayment, you must pay us:

1. The benefits received.
2. Any child support withheld from those benefits and sent to the Department of Social and Health Services on your behalf.
3. Any money withheld from those benefits for income tax and sent to the Internal Revenue Service (IRS) on your behalf.

## Child support

If you owe child support, we may be required to withhold a portion of your weekly unemployment benefit payments. If you have questions about the amount of your withholding, contact your local Department of Social and Health Services Division of Child Support. We can't refund money that we withheld for child support.

## Income tax

You have two options for paying federal income tax on your unemployment benefits:

1. You can pay all taxes owed at tax time; or
2. We can withhold 10 percent of your payment each week. (This option may help you avoid a large tax bill)

You can change your option using your eServices account or call the Claims Center at 800-318-6022. We can't refund money that we already withheld for income tax.

By the end of January each year, we send you an IRS form 1099-G showing the total benefits we paid and the amount of income tax withheld in the prior calendar year. You receive this through your eServices account or by U.S. mail. Please make sure your mailing and email addresses are current even after you stop claiming. We send this form to the address on your claim as of December 31 of the prior calendar year. Additionally, we provide this information to the Internal Revenue Service (IRS).

The amount on the 1099-G does not include any adjustments, such as money you paid back because of an overpayment in that year. If you repaid any of your benefits, you may need to resolve the issue with the IRS by subtracting the amount you repaid from the amount we paid you and reporting the difference. You can use receipts or other records to adjust the amount to enter on your tax return. If you have questions about how to report adjustments to the IRS, contact your tax preparer, your local IRS office or refer to IRS Publication 525 for more information.

In eServices, you can see previous years' tax information for your unemployment benefits. If you call the Claims Center's automated claims line, you can receive last year's tax information between January 30 and April 30.

If we sent you more than one 1099-G, you may have received training benefits in addition to your unemployment insurance benefits. You may need to add up all 1099-Gs when calculating the amount of benefits you received as well as the income tax withheld.

If you file your tax return electronically, you must tell the IRS which agency paid you the benefits. Include our federal Employer Identification Number, which is 91-6001099.

If you did not receive a 1099-G from us or misplaced it, you can access it in eServices, or you may request a copy as follows:

Sign in to eServices and choose the "1099 forms" tab.

Email: UI1099@esd.wa.gov

Phone: call the Claims Center

Fax: 800-301-1796

U.S. mail:

Employment Security Department
Attn: UI Imaging/1099
PO Box 19019
Olympia, WA 98507-0019

Please provide the following in your 1099-G request:

1. Name
2. Date of birth
3. Your Claim ID number or last four digits of your Social Security number
4. Current and previous mailing address
5. Phone number

## When will you be paid?

The first week you claim is your waiting week. You must meet the eligibility requirements to get credit for your waiting week. You are not paid benefits for your waiting week. If you are otherwise eligible when you file for your second week, you will receive your first benefit payment. There are situations that may prevent or delay your waiting week, or any subsequent week, from being considered a qualified week. These situations may include but are not limited to:

1. Your reason for separation
2. Availability issues like:
   a. Vacationing
   b. Illness or hospitalization
   c. Lack of child care
   d. School attendance
3. Not seeking work
4. Excess income like:
   a. Earning more than the earnings deduction from your WBA
   b. Other income such as vacation or holiday pay, or termination pay
   c. Retirement pay

If you are waiting for a decision due to any situation mentioned above, we advise you to continue filing your weekly claims. If the decision is in your favor, you receive benefits for all qualifying weeks that you claimed.

If there are no delays or issues on your claim, you meet eligibility requirements and you file your weekly claim, payment will be issued, but may not arrive the same day each week. If we issue your payment and you don't receive it within seven business days, send us a message through your eServices account or call the Claims Center at 800-318-6022.

**Note:** Current 2018 Earnings Deduction Chart can be found at the back of this handbook.

## How will you get your payment?

There are two options for receiving your benefit payments:

- prepaid debit card or
- direct deposit

If you are applying online through your eServices account, you can select direct deposit or the debit card method. If you are applying by phone you will receive a debit card. If you prefer direct deposit, our claims agents can give you directions on how to enter your direct deposit information in your eServices account. For your security, claims agents can't take your banking information over the phone.

In both cases, we deposit your benefit funds electronically – either onto the debit card or into your designated bank account.

To learn more about the debit card option, go to https://esd.wa.gov/unemployment/debit-card

To learn more about the direct deposit option, go to https://esd.wa.gov/unemployment/direct-deposit

## What if you are overpaid?

We continue to review your eligibility while you are claiming benefits. At any time, we may question your eligibility for some or all of the weeks you were paid benefits. We will ask you for more information to decide if we paid you more than you should have received. We will send you a decision and notify you of any ***overpayment***. The written decision explains the facts, the law, the reason you were overpaid and the weeks for which we reduced or denied benefits. If you have any questions about our decision, send us a message through your eServices account or call the Claims Center at 800-318-6022.

If you did not cause the overpayment, we send you a form to request a waiver. A waiver means you may not be required to pay back some or all of the overpayment. Under limited circumstances, we may waive an overpayment.

We cannot waive an overpayment if you:

1. Caused it.
2. Received ***conditional payments***.
3. Were fired for misconduct connected with your work.
4. Committed fraud.

If you disagree with any decision, you can file an appeal. We postpone collecting an overpayment while an appeal that was filed 30 days from the time when the decision was mailed. The date by which you need to appeal is in the decision letter.

Once the decision is final, we begin the process of collecting the overpaid benefits. A decision is final when:

1. You do not appeal our decision by the deadline in the letter. If you miss the deadline, we begin collection action, even if you file a late appeal. If you win your late appeal, we refund any money we've collected.
2. You do not appeal a decision made by the Office of Administrative Hearings by the deadline in that decision.
3. You do not appeal a decision made by the Commissioner's Review Office by the deadline in that decision.

## How do you repay an overpayment?

An overpayment is a legal debt you must repay. You have four ways to pay back an overpayment:

1. Sign in and pay using eServices.
2. Pay electronically at esd.wa.gov.
3. Make a payment by calling the number below.
4. Mail a check or money order payable to Employment Security Department to the address below. Include your name and Social Security number (or customer identification number) on your payment.

If you don't repay the overpayment, we may take action, such as putting a lien on your property or garnishing your wages, bank accounts or federal income tax refund. If you have questions about paying back your overpayment or to learn about establishing a repayment plan, contact:

## Employment Security Collections

Phone: 866-697-4831

Fax: 866-610-9235

Email: bpcunit@esd.wa.gov

Employment Security Department
Employment Security Collections
PO Box 24928
Seattle, WA 98124-0928

For unemployment purposes, a week is Sunday through Saturday. When you submit your weekly claim, you are submitting a claim for the week that ended last Saturday at 11:59 p.m. The week you're claiming must end before you can file a claim. You need to submit a weekly claim every week if you want to receive benefits.

## How to submit your weekly claim

You can submit your weekly claim two ways:

- online through your eServices account or
- by phone through our automated self-service option at 800-318-6022. (In rare cases, we allow you to use paper claim forms to file a claim.)

| Method | Directions | Filing Timelines |
|---|---|---|
| eServices | Sign in to your existing eServices account | 12:00 a.m. Sunday to 11:59 p.m. Saturday |
| By phone<br>800-318-6022 | Sign in with your Personal Identification Number (PIN) or create a new PIN.<br><br>The first time you file by phone, enter your 2 digit birth month and 4 digit birth year then select a 4 digit PIN. | 12:00 a.m. Sunday to 4:00 p.m. on the last business day of the week (usually Friday, unless it is a state holiday). |

Your PIN is your electronic signature, do not share it with anyone - even ESD employees.

### What if you forget your password or PIN

You can reset both your password and PIN using your eServices account or you can call 800-318-6022 to have your PIN reset by speaking with a claims agent.

## Timeline for submitting weekly claims

After you have applied for unemployment benefits you must begin submitting weekly claims. The Sunday after you have applied for benefits is the first day that you can submit a weekly claim. Weekly claims are submitted for the week that ended the previous Saturday.

| Week | Action | Payment |
|---|---|---|
| **Week 1** | Apply for unemployment benefits and begin your job search<br>Example:<br>Jane was laid off on Monday the 1st and applies for unemployment benefits that day. She starts to look for work and writes her contacts down on her job search log. | If otherwise eligible for benefits, week one is a ***waiting week***. No benefits are issued for it. |
| **Week 2** | Submit weekly claim for week 1<br>Example:<br>On Sunday the 7th, Jane submits her first weekly claim for the week that ended on Saturday the 6th. | If otherwise eligible for benefits, week one is a ***waiting week***. No benefits are issued for it.<br>Even though no payment is issued for this week, you still must submit the weekly claim and meet all eligibility requirements. |
| **Week 3** | Submit weekly claim for week 2<br>Example:<br>On Sunday the 14th, Jane submits a weekly claim for the week that ended on the Saturday the 13th. | If otherwise eligible for benefits, the first payment is issued for week 2. **Note**: payments may be delayed while deciding your eligibility. |

Make sure to submit a claim each week. Only the weeks that are claimed are eligible for payment. Weekly claims can be submitted from anywhere in the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands or Canada.

You must submit a weekly claim even if you are:

1. Waiting to hear if you are qualified for benefits.
2. Expecting wages and hours to be added to your claim.
3. Appealing a denial of benefits.
4. Claiming during your waiting week.

If you leave the country for any reason while claiming benefits, contact us before you leave. You can stop submitting weekly benefits while you are out of the country and re-open your claim once you return.

## How you will know your weekly claim has been accepted

If you submit your weekly claim using eServices, a confirmation screen is displayed after you successfully submit your claim.

If you submit your weekly claim by phone, you will hear: "Your claim has now been accepted." If we need more information, we ask you to stay on the line to speak to a claims agent or give you a phone number to call. Make sure to call as instructed to avoid payment delays or denials.

If you don't receive a confirmation that the weekly claim was processed, you can check the status of the claim one of two ways:

- Sign in to your eServices account and select the "Summary" tab, then the "UI claim" link; or
- Call the Claims Center automated phone line at 800-318-6022 after 24 hours have passed since the claim was submitted.

## If you are waiting for a decision about eligibility or filing an appeal

Eligibility requirements must be met each week you are submitting weekly claims even if you are waiting for a decision about eligibility or filing an appeal.

To be eligible for benefits, you must be able to work, available for work, actively seeking work and keeping a written log of your job search activities. If you are waiting for a decision about eligibility or if you are filing an appeal, you must continue to submit your weekly claims if you want to receive benefits.

## If you make a mistake on a weekly claim

If you make a mistake on your weekly claim **before** you submit it, you can cancel your weekly claim and start over. For claims submitted using eServices, select "Cancel." For claims submitted by phone, hang up and call back.

If you realize you made a mistake **after** you submit your claim, send us a message through your eServices account or call the Claims Center at 800-318-6022.

## If you submit a weekly claim late

If you missed submitting your weekly claim(s) and are no more than four weeks behind, you can catch up on filing one of two ways:

- Online, through eServices, click on the button listed under "You have a UI weekly claim to file" and file your weekly claim(s). Your eServices account will post an alert for each week you are eligible to file for your unemployment benefits.
- By phone: Call the Claims Center at 800-318-6022 to speak to a claims agent.

If you are more than four weeks behind in submitting your weekly claims and want to submit claims for the weeks you missed, make your request in eServices or call the Claims Center to speak with a claims agent. You will receive a questionnaire asking why you are late in filing the claim(s). A decision will be made to determine if you are permitted to submit the late claim(s).

## Re-opening a claim

If you stopped submitting weekly claims and would like to begin claiming again, you need to restart your claim during the first week you are unemployed. Then you will be able to file your first claim the next Sunday. For more information and instructions, go to https://esd.wa.gov/unemployment/restart-your-claim. After your initial claim, remember to file every week after that, if you want to receive benefits.

After you restart your claim, your eServices account will post an alert for each week you are eligible to file for unemployment benefits.

## What you can appeal

You have the right to immediately appeal any document we send you in which we explicitly tell you "You can appeal" or give instructions on "How to file an appeal." This includes:

1. A decision denying your benefits
2. A "Redetermination of Benefits, Wages and Hours" letter
3. A decision denying a request to waive an overpayment

## Pay attention to deadlines

Each document we send you has an important deadline on it. If you miss a deadline, and you do not have good cause for missing that deadline, you may lose your right to appeal our decision.

## Where to file your appeal

Each document we send you has specific instructions about where to send your appeal request. Please follow the instructions on the document when you send in your appeal. The easiest way to file an appeal is by logging into your eServices account, selecting the decision you want to appeal, and then following the prompts you are given.

You may also choose to fax your appeal or send your appeal by U.S. mail. Pay attention to where you need to send or fax it. If you send your appeal to the wrong address or fax number, it may not be filed on time. When you mail or fax your appeal, you must include the following information:

1. Your name and Social Security number.
2. Your employer's name, address, and phone number (for separation issues).
3. Which decision you want to appeal.
4. The reason you disagree with the decision.
5. Your signature. We will return any unsigned appeals. For appeals filed through eServices, use your electronic signature.

## What happens next

The Office of Administrative Hearings is a separate state agency from ESD that hears and makes decisions about unemployment appeals. The Office of Administrative Hearings will send you a letter through U.S. mail that includes the date and time of your hearing and the steps you need to take to prepare for that hearing. Keep your email and mailing address updated with the Claims Center as well as the Office of Administrative Hearings.

Most hearings are conducted over the phone. If you cannot attend the hearing, you must call the Office of Administrative Hearings before the hearing to ask for another hearing date. The telephone number to call will be in the hearing notice that is sent to you. If you fail to attend the hearing, your appeal may be dismissed, and the decision you wanted to change will stay in place.

Anyone can assist you at a hearing, including your attorney and free or low-cost legal aid. The person who represents you does not need to be an attorney. Notify the Office of Administrative Hearings if you will use representation.

If you are still unemployed, keep submitting your weekly claims and looking for suitable work while you are waiting for your hearing. You can only be paid for weeks you actually claimed.

An administrative law judge will hear your case. The judge who hears your case is neutral and is not employed by the Employment Security Department. At the hearing, all testimony is given under oath. You will have the right to question anyone present at the hearing and offer evidence or testimony. Your availability for work and work-search history will be examined during the hearing, so have your job search log available.

Within two to three weeks after the hearing, the Office of Administrative Hearings will reach a decision based on the facts gathered during the hearing and send you a written decision called an Initial Order explaining the result.

For more information about benefit denials and appeals go to esd.wa.gov/unemployment/benefit-denials-and-appeals.

## Limited English skills

If you or one of your witnesses does not speak English or has limited English skills, let us know that you need an interpreter and the language that you or your witness speaks. An interpreter will be provided during the appeal hearing at no cost to you.

## If you still disagree

If you disagree with the Office of Administrative Hearings's initial order, you can file a Petition for Review. Your petition for review must be made in writing and must be mailed to the Agency Records Center and postmarked by the date on the Office of Administrative Hearings's Initial Order.

Mail your petition for review to:

Commissioner's Review
PO Box 9555
Olympia, WA 98507-9555

Your Petition for Review may be dismissed as improperly filed if it is mailed to any other address or sent by fax. A form and instructions for filing a Petition for Review will be attached to the end of the Initial Order.

While collecting unemployment benefits, you must look for suitable work and keep a job search log. You must also be registered at a Washington state WorkSource office or American Job Center in the state where you live (unless we inform you otherwise). WorkSource offices offer classes and other programs and services that are designed to help you return to work faster.

## Work registration

Once you file a claim for unemployment benefits, you're automatically registered with your local American Job Center called a WorkSource office in Washington state. The WorkSource office is assigned based on your zip code. If you live outside of Washington, you must register for work within one week from the date you receive your first unemployment benefit payment with your local American Job Center.

If you originally filed from Washington then move within the United States or to Canada and continue to meet all eligibility requirements, you will remain eligible for benefits. You must look for work and register for work where you live.

Locate your local WorkSource office or American Job Center:

| Washington | Outside Washington |
|---|---|
| WorkSourceWA.com | careeronestop.org<br>or<br>877-872-5627 |

### Are you required to register for work?

You are automatically registered for work through a Washington state WorkSource office or American Job Center in another state unless you are:

1. Attached to an employer, meaning you are:
   a. Considered ***partially unemployed***.
   b. On department approved ***standby***.
   c. Unemployed because you are on strike or locked out due to a labor dispute.
   d. Participating in the ***SharedWork*** program.
2. A member of a union that participates in the full-referral union program.

3. Participating in a training program approved by the department.
4. The subject of an anti-harassment order. This includes any court-issued order providing for your protection, such as restraining orders, no contact orders, domestic violence protective orders, and similar documents.

Go to https://www.worksourcewa.com/ to locate the WorkSource office closest to you.

### How do you register for work if you are out of state?

If you live in another state or relocate to a new area, you must register for work within one week of the date your first payment is issued on your new or reopened claim. You can locate an American Job Center using the website at servicelocator.org. In many cases you may be able to register online. Contact your local office to find out how to complete the registration process.

If you do not register for work, you will be denied benefits for each week you are not registered.

## Job search requirements

### Do you have to look for suitable work?

Yes, everyone has to look for suitable work unless one of the following is true:

1. We approve you for a training program, such as ***Commissioner Approved Training*** or ***Training Benefits***.
2. We approve you for ***SharedWork***.
3. We approve you for ***standby***.
4. You are dispatched through a ***full-referral union***.
5. You are ***partially unemployed*** (and approved by the department).

**Note**: If you are a full-referral union member, you must look for work by meeting your union's dispatch requirements. A full-referral union means a union that refers its members to jobs by referral or dispatch.

## How will you know if your job search activities have been waived

We will notify you in writing based on the correspondence preference you selected. You must look for work unless you have been notified by the department that you don't have to.

If you are required to look for work, you must meet Washington state's job search requirements each week you claim benefits (unless we inform you otherwise) by:

1. Making employer contacts; or
2. Participating in approved job search activities in person at a WorkSource office or American Job Center.

You are required to make a minimum of three employer contacts, or three qualified in-person job search activities at the local WorkSource office or employment center, or a combination of both, totaling three. For example, make one employer contact and two approved in-person job search activities. If your job search requirements change, we will notify you.

## What is an employer contact?

When inquiring about a position, you must take all steps necessary to apply for the position for the contact to count as a job search activity. If you have applied or inquired about the job and discovered that the employer is not hiring or accepting applications, you may still count your inquiry as an employer contact if you were unaware the employer was not hiring or accepting applications when making the contact and should note that fact in your job search log.

Be sure to record all details required for the type of contact you make, as shown in the tables later in this section.

Examples of contacts that **do not** count as employer contacts:

1. Contacting employers you already know are not hiring.
2. Browsing the Internet or a newspaper.
3. Posting your resume online without submitting an application for employment.
4. Having others look for work for you (such as "head-hunters").
5. Working to set up your own business.
6. Calling job lines to hear lists of job openings.
7. Checking in with current employers or calling recruiting services with which you are already registered.

You make an employer contact when you ask about or apply for a job. You can contact an employer by:

1. Email
2. Fax
3. Internet
4. Mail
5. Phone
6. Meeting in-person
7. Virtual meeting using video conferencing services like Skype, GoToMeeting, etc.
8. An employer's self-service kiosk.

### What is an approved in-person job search activity at a WorkSource office or American Job Center?

This is a free service provided through or monitored by a WorkSource office or American Job Center in your state to help you with your reemployment needs. It is related to finding suitable work. Learning about job search strategies, writing effective resumes and developing interview techniques are examples of in-person job search activities. Not all classes count as approved in-person activities, so be sure to ask WorkSource or American Job Center staff.

## Keeping your job search log

To stay eligible for benefits, you will need to show us your job search log if we ask for it. You must keep a written job search log even if you submit your job search information with your weekly claim online through eServices.

Blank job search logs and a sample log are provided at the end of this handbook. You can print/make copies of a blank log or get additional logs at esd.wa.gov by typing "job search log" in the search box then select the link that says "download" beneath the log version you'd like to use. Use the job search log we provide to avoid recording incomplete information.

We recommend and prefer you use the job search log template that we provide. You're welcome to keep track of your job search activities on any document you choose. If you do, it must have the required information to demonstrate you are making an active search for suitable work and you are able to provide it if we ask to see it. For your written log, please use dark ink and print clearly. You must keep a written job search log even if you submit your job search information with your weekly claim online through eServices.

## What you are required to record on your job search log

Your job search log must have sufficient information to show that you met the job search requirements. What you record depends on the type of work you are looking for and the type of contact you make. Include the following information for each type of contact:

1. Date of contact (month/day/year).
2. Type of contact (inquiry, application, interview, in-person activity, etc.).
3. Result of contact.

The tables on the following pages give detailed requirements based on how the contact was made.

| Type of Contact | Employer Kiosk | Fax | In Person | Mail | Online, email, or periodical | Phone |
|---|---|---|---|---|---|---|
| **Application / Resume** | 1. Position applied for or Job Reference Number<br>2. Employer name and address<br>3. Phone number | 1. Position applied for or Job Reference Number<br>2. Employer name and address<br>3. Name or title of person<br>4. Fax number | 1. Position applied for or Job Reference Number<br>2. Employer name and address<br>3. Name or title of person<br>4. Phone number | 1. Position applied for or Reference Number<br>2. Employer name and address<br>3. Name or title of person | 1. Position applied for or Job Reference Number<br>2. Employer name and address<br>3. Website or Email or Newspaper | N/A |
| **Inquiry** | N/A | N/A | 1. Employer name and address<br>2. Name or title of person contacted<br>3. Phone number<br>4. Position inquired about<br>5. Result<br>(if you are told they are hiring, this only counts once you have applied for the position) | N/A | 1. Employer name and address<br>2. Name or title of person contacted<br>3. Website or Email address of how you inquired.<br>4. Position inquired about | Employer name and address<br>Name or title of person<br>Phone number<br>Position inquired about |

| Type of Contact | Employer Kiosk | Fax | In Person | Mail | Online, email, or periodical | Phone |
|---|---|---|---|---|---|---|
| **Interview** | N/A | N/A | 1. Position interviewed for<br>2. Employer name and address<br>3. Location of interview<br>4. Name(s) & title of person conducting the interview<br>5. Phone number or email address | N/A | 1. Position interviewed for<br>2. Employer name and address<br>3. Name(s) & title of person conducting the interview<br>4. Phone number or email address<br>5. Video Conferencing Service (i.e. Skype, etc.) | 1. Position interviewed for<br>2. Employer name and address<br>3. Name(s) & title of person<br>4. Phone number |
| **WorkSource Activity** | N/A | N/A | 1. Location of WorkSource Office, American Job Center or affiliated agencies<br>2. Activity completed<br>3. Instructor name | N/A | N/A | N/A |

## Keep your job search log handy

Keep your job search log handy because we may request to see it at any time. You must keep it at least 30 days after the end of your benefit year or 30 days after you stop receiving benefits, whichever is later. You don't need to send it to us unless we request it.

## We may request to see your job search log

We conduct random reviews of job search activities to make sure you are looking for suitable work. If you are selected for a review or we have a question about your job search, we will request a copy of your job search log(s) and you must provide them as instructed.

We may send you a letter to schedule a review of your job search activities to make sure you are looking for suitable work, review your eligibility for benefits and, when appropriate, provide feedback on how to improve your job search. Read the letter carefully to see if your interview is by phone or in-person. Have your job search log(s) ready. If your log is missing or incomplete, or you are not making a genuine attempt to find suitable work, we may deny benefits. You then have to pay back benefits for all the weeks you didn't meet the job search requirements.

## If you didn't complete your job search log correctly

Even if you can show you have substantially complied with the job search requirements, we may suggest how you should modify your job search efforts or improve your documentation to complete your job search log. We may also schedule you for an additional appointment to confirm you are meeting the requirements.

If you cannot show you are making a genuine attempt to find suitable work, we may deny your benefits. If we deny your benefits, you must pay back benefits you received for weeks you did not meet the job search requirements. In addition, we will schedule a review of your job search activities for all weeks you claimed.

## When you need to accept a job offer

You must accept an offer of suitable work based on your skills, abilities and other factors for your occupation in your labor market. If there are limited jobs in your occupation or geographical area, you may have to expand your job search. For example, you may have to consider looking for a job in a different field or location.

You can't limit your search to jobs that start in the future. For example, if you're a school bus driver on summer break, you can't limit your search to jobs that start in the fall or work that will end when school begins.

## How WorkSource can help you with your job search

WorkSource offices in Washington state and affiliates in other states are partners in the American Job Center network. They provide employment and training services to job seekers and employers. Most services are free. To locate the nearest WorkSource office for you, visit WorkSourceWA.com.

If you live outside of Washington, find the nearest American Job Center at www.servicelocator.org or call 877-872-5627. WorkSource offices offer valuable classes, workshops and other services that may help meet your weekly job search requirements.

Below are some free on-site resources to help you:

1. Skills assessment and career guidance.
2. Job search tools like Internet access, copiers, fax machines, computers, printers, and phones.
3. Strategies for finding a job.
4. Information about how much jobs pay and which jobs are in demand.
5. Referrals to job openings and hiring events.
6. Referrals and appointments for job search assistance services.
7. Assistance preparing your resume and getting ready for job interviews.
8. Sharing job search strategies with other job seekers.
9. Referrals to formal training programs as well as access to free online training.
10. Referrals to food banks, free credit counseling, health, housing, utilities assistance and many other community resources to help you cope with unemployment. You also can call 211 for additional resources.

You can use WorkSource computers to:

1. Search WorkSourceWA.com for jobs.
2. Look at jobs on other websites.
3. Post your resume.
4. Develop your work skills by accessing online programs.
5. Work on job search tools, such as developing resumes and cover letters.
6. Research labor-market information and companies.

To support our commitment to universal access to job search services, we offer a range of technology resources designed to help those with different needs, such as limited mobility, low vision or blindness, learning and cognitive needs, or hearing impairments.

If we select you to attend a class aimed at providing assistance with your reemployment career path or a review of your job search activities, you must attend. You may be asked to go in person to a WorkSource office or participate by phone. If you don't attend as scheduled, we may deny your benefits.

If you are no longer employable because your job skills are out of date, or because you cannot work in your occupation due to circumstances beyond your control (such as a disability), or because there are no longer any jobs in your occupation, you may be eligible for one of the training programs ESD offers including:

## Training Benefits Program

The Training Benefits program offers additional weeks of unemployment benefits while you receive training for careers in high-demand fields. For more information, go to https://esd.wa.gov/jobs-and-training/training-benefits-program.

## Commissioner Approved Training

Commissioner Approved Training allows you to collect your regular unemployment benefits while attending an approved, full-time training program. You may be eligible for Commissioner Approved Training if you:

- Were laid off because your employer permanently reduced operations; or
- Lost your job for a reason we allow benefits, and because there are few employment opportunities in your type of work, you are unlikely to get the same type of work again

For more information go to https://esd.wa.gov/jobs-and-training/commissioner-approved-training.

## Self-Employment Assistance Program

The Self-Employment Assistance Program is a unique opportunity for you to enter into self-employment entrepreneurial training and receive business counseling while you collect unemployment benefits. If you qualify and enroll in an approved training program, you do not have to look for other work while in this program. For more information go to https://esd.wa.gov/jobs-and-training/self-employment-assistance-program.

## Trade Adjustment Assistance

If you lost your job or your hours were reduced because of foreign trade, you may be eligible to participate in the federal Trade Adjustment Assistance program – also known as "the Trade Act". The U.S. Department of Labor (USDOL) must approve a petition filed on behalf of a group of affected workers for the Trade Adjustment Assitance provisions to apply. For more information, go to https://esd.wa.gov/jobs-and-training/overseas.

For detailed information about all available training programs, go to https://esd.wa.gov/jobs-and-training#worksource-programs or call the Training Benefits Unit at 877-600-7701.

## SharedWork program

The SharedWork program is a voluntary employer program to retain employees at reduced hours. SharedWork offers qualified employers an alternative to laying off employees during general economic downturns. To learn more about the SharedWork program, go to https://esd.wa.gov/SharedWork or call 800-752-2500.

## Dislocated Worker program

The Dislocated Worker program offers special support and/or training services, including financial assistance if you lost your job and are unlikely to return to the same occupation due to plant closures, mass layoffs, foreign competition or lack of demand for your skills. For more information go to https://esd.wa.gov/jobs-and-training/dislocated-workers.

## Veterans' assistance

As a veteran, you can get priority access to WorkSource services. This includes priority referrals to jobs that are listed with WorkSource, as well as other employment services. For more information go to https://esd.wa.gov/jobs-and-training/veteran-services.

## Free or low-cost health coverage

As an unemployed Washington resident, you may qualify for free or low-cost health care coverage through Washington Apple Health (Medicaid). Enrollment is open year-round. To see if you or your family are eligible or to learn how to apply for Apple Health go to www.hca.wa.gov/apple-health or call 855-923-4623.

# Definitions

***Able and Available*** - RCW 50.20.010 provides that an individual must be ready, able, and willing to immediately accept any suitable work offered and must be actively seeking work pursuant to customary trade practices and through other methods when so directed by the commissioner or the commissioner's agents.

***Actively seeking work*** - claimants are required to actively search for a job every week using methods that are customary for their occupation and area.

***Alternate Base Year (ABY)*** - base year for a Washington state unemployment claim is the first four of the last five completed calendar quarters from the quarter the initial claim starts. You must have 680 hours of work in covered employment during the regular base year to qualify for unemployment benefits. If you do not have 680 hours in the regular base year, you can choose to file a claim using the last four completed calendar quarters. This is called an Alternate Base Year (ABY) claim. For an ABY claim to be valid, you must have at least 680 hours reported during the last four completed calendar quarters. Wages from any other quarters cannot be used to establish the ABY claim.

***Base year*** - in Washington state it is the first four of the last five completed calendar quarters, before the week in which a claimant files an application for initial determination.

***Benefit year*** - the 52-week period during which you can receive benefits on your claim. It begins the Sunday of the week you apply for unemployment benefits.

***Calendar quarter*** - the three month period beginning on the first day of January, April, July and October each year and ending on the last day of March, June, September and December, respectively.

***Casual labor*** – performing work for someone other than an employer on a one-off basis. For example, mowing the neighbor's lawn for payment.

***Commissioner Approved Training (CAT)*** - allows you to collect your regular unemployment benefits while attending an approved, full-time training program. If approved for commissioner-approved training, you do not have to look for work while receiving unemployment benefits. CAT does not pay for books, tuition or school-related fees. It does not extend your benefits

***Commuter*** - an unemployed worker collecting unemployment benefits who lives in one state and regularly travels to another state for work.

***Conditional payment*** - a payment made without delay for any weeks claimed by a continued claim recipient whose eligibility is questioned. Conditional payment is made until the claimant is afforded adequate notice and an opportunity to be heard.

***Corporate Officers*** - individuals who are officers of a corporation are not unemployed if they also:

Have 25 percent or more of their total base-year wages from that corporation

AND

Own ten percent or more of the outstanding corporate stock, OR

Have a family member, who is also an officer, who owns ten percent or more of the corporate stock.

***Covered employment*** - your job is covered by unemployment insurance if your employer is required by law to report your work to our department, another state or the federal government.

***Debit Card*** - payment is deposited onto an ESD debit card issued by KeyBank. Once a payment is issued, a claimant will typically receive it within one to three business days on average. The time window for ESD debit card payments depends on how the bank processes the payment transaction. You may see a direct deposit payment in your account within two days of the department issuing payment.

***Direct deposit*** - the electronic transfer of unemployment insurance benefits payments directly into a bank account designated by the individual claiming benefits.

***Dislocated worker*** - if you lost your job and are unlikely to return to the same occupation due to:

Plant closures

Mass layoffs

Foreign competition

Lack of demand for your skills.

***Displaced homemaker*** - An individual who has been providing unpaid services to family members in the home and who has been dependent on the income of another family member but is no longer supported by that income, and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

***Earnings*** - include all compensation you earned for personal services, including wages, commissions and bonuses, the cash value of compensation paid in any medium other than cash, and the reasonable value of tips.

***Eligible for benefits*** - Claimants who meet all the requirements to receive benefits.

**Exhausted claims** – the claim runs out of benefits prior to the expiration date.

***Flagrant*** - shockingly bad or offensive disregard for the law, morals, or rights of others and so contrary to what is right or proper that it is easy to identify and reject.

***Fraud*** - misrepresenting or knowingly withholding information.

***Full-referral union*** - union that does not allow you to look for non-union work within your trade and requires you to get all of your work through the union.

***Good cause*** - factors that would cause a reasonably prudent person in similar circumstances to act in the same manner. Good cause is used to determine issues such as reasons for quitting your job or failing to open your claim on time.

***Job search*** - claimant must contact at least three employers each week looking for work during a week they are claiming.

Instead of making three employer contacts each week, the claimant can participate in three approved in-person job search activities at their WorkSource office or local American Job Center, or a combination of employer contacts and approved in-person activities.

In order to prove that they are meeting the work search requirements every week they claim, claimants are required to write down all of their job search activities on a job search log. They must write down contact information for the WorkSource activities or the contact and job-specific information for the employer contacts.

***Job search log*** - document used to record and track your weekly job search contacts and activities.

***Labor market*** - geographical area within a reasonable commuting distance of your home where there are job opportunities in your occupation. It may vary in size, depending on available jobs and your occupation.

***Maximum Benefit Amount (MBA)*** - the maximum amount of benefits an individual may receive during a benefit year (or duration of benefits). In Washington state it is the lesser of 26 times the weekly benefit amount or one-third of the individual's base year wages.

***Misconduct*** - behavior that results in being fired or suspended from your job for disqualifying reasons. This results in being denied unemployment benefits. This includes acts that show a deliberate disregard for the rights and interests of the employer or a fellow employee.

***New unemployment claim*** - by law begins the Sunday of the week the claimant contacts the department to file their first claim.

***Overpayment*** - an amount of benefits paid to an individual to which the individual is not legally entitled.

***Partially unemployed*** - You:

Have been hired to work full-time;

Have your hours temporarily reduced by less than 60 percent;

Earned less than one and one-third times your weekly benefit amount plus $5 during a week; and

Expect to return to full-time work for the same employer within four months.

Don't have to search for work while partially unemployed

***Part-time eligible worker*** - claimant who meets BOTH of the following requirements:

- Earned wages in employment in at least 40 weeks during the base year.
- Did not work more than 17 hours during any week of the base year.

You must look for work of 17 hours or less each week.

***Part-time workers*** - claimants who normally work less than full-time or who accept a part-time job. These claimants must be available for and actively seeking full-time work during all hours customary to their occupation.

***Reemployment Services and Eligibility Assessments (RESEA)*** - a grant program for states to assist individuals receiving unemployment insurance benefits. The funds connect participants with in-person assessments and reemployment services through local American Job Centers. Activities include developing an individual reemployment plan, providing labor market information, identifying job skills and prospects, and reviewing claimant's continued unemployment benefit eligibility.

***Reemployment Trade Adjustment Assistance (RTAA)*** - a wage supplement that pays up to 50% of the difference to eligible trade-affected workers aged 50 or older who obtain new employment that pays less than their trade-affected employment.

***Remuneration*** - all compensation payable to a claimant for personal services performed. It includes wages, commissions, bonuses, the cash value of compensation paid in any form other than cash, and the value of tips. Services do not have to be in covered employment.

***Reportable earnings*** - amount you earned that week, even if you haven't actually been paid yet. (Earnings include all compensation you earned for personal services, including wages, commissions and bonuses, the cash value of compensation paid in any medium other than cash, and the reasonable value of tips.)

***Requalification*** - Washington state law (RCW 50.04.030) prevents a claimant from qualifying for a second claim based entirely on work they performed before their first claim was filed. The claimant must "re-qualify" for benefits on that second claim.

***SecureAccess Washington (SAW)*** - a central login that lets you access the online services of multiple state agencies. It's often referred to as SAW and is a service provided by Washington's Consolidated Technology Services.

***Self-Employment Assistance Program (SEAP)*** - a unique opportunity for you to enter into self-employment entrepreneurial training and receive business counseling while you collect unemployment benefits. If you qualify and enroll in an approved training program, you do not have to look for other work while in this program.

***Separation pay*** - any payment that was made, is being made, or will be made to you as a result of separation from last employment. Separation pay may be in the form of:

Wages in lieu of notice,

Accrued vacation pay,

Terminal leave pay,

Severance pay,

Separation pay, or

Dismissal payments or wages (no matter what they are called)

***SharedWork*** - The SharedWork program is a voluntary employer program to retain employees at reduced hours. SharedWork offers qualified employers an alternative to laying off employees during general economic downturns.

***Standby*** - in the event of a temporary layoff when an employer plans to rehire a laid off employee (or group of employees), we may approve a request to place the worker or group of workers on standby. Standby waives the job search requirements while workers are collecting unemployment benefits during the approved standby period.

***Stranger wages*** – wages reported under the wrong Social Security number (SSN).

***Suitable work*** - employment that is in the worker's customary occupation that meets the prevailing wage and working condition for the locality and labor market and is suitable for the worker based on experience or training.

***Temporary Total Disability (TTD)*** - total disability that is not permanent. (Total disability is a worker's inability to perform employment-rated duties because of a physical or mental impairment.)

***Trade Adjustment Assistance (TAA)*** - a program that assists workers who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the Trade Act program is to help trade-affected workers return to suitable employment as quickly as possible. A petition must be filed with the U.S. Department of Labor to certify that the business was impacted by foreign trade.

***Training Benefits*** - Additional state benefits paid to qualified workers in approved training.

***Unemployment benefits*** - are made available through taxes paid by your former employer(s) to partially replace your regular earnings and help you meet expenses while you look for another job. These benefits are intended to assist workers who lost their jobs through no fault of their own and are not based on financial need.

***Waiting week*** - first week you claim and are eligible. This is often the week you apply for unemployment benefits. You do not receive benefits for your waiting week.

***Wanton*** - malicious and showing no concern for risk, injury or harm to another person when you knew, or should have known, it was harmful. It includes not acting when there is a duty to act, knowing there could be an injury.

***Weekly Benefit Amount (WBA)*** - amount you are eligible to receive each week before any deductions.

***Weekly claim*** - request for payment of unemployment benefits for a specific calendar week.

***Workforce Innovation and Opportunity Act (WIOA)*** - details the delivery of federally funded employment services, workforce development, basic education for adults, and vocational rehabilitation activities for people with disabilities. The goal of WIOA is to improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skills requirements of employers, and enhance the productivity and competitiveness of the nation.

***Workers' compensation*** - a program under which workers are paid benefits resulting from a work-related injury or disability. You cannot collect both workers' compensation and unemployment benefits at the same time.

# Privacy

## We protect your privacy

We strictly obey state and federal laws that protect your private information.

We share some of your information with our partners, and they are not allowed to share it with anyone else. We give them your:

- Contact information.
- Employment and job search history.
- Demographics (for example: age, gender).

Sharing information with our partners allows us the quickest way to connect you to programs to help get you back to work.

If you don't want us to share your information with our partners, please complete and return the Employment Security Department Data Share Notice. We sent it to you with your Unemployment Claim Determination. Additional copies are available at your local WorkSource office. Signing the notice does not change your eligibility for services from our partners.

## Others who get your information

We share your information under specific circumstances with:

- Employers - If requested, we must give information about your claim to any of your base year employers or their representatives. This includes the amount of benefits we paid you and copies of any documents related to your unemployment claim.
- Courts - Under a special court order, we must give information about your claim to the court.
- Government agencies - We must give information to local, state and federal employees who need it to perform their official duties and, in some cases, to verify your identity or eligibility for other programs.
- Collection agencies - These third parties may be able to obtain your information, but only if you give them written permission. We share information with them if we are served a subpoena.

We will never share information about you for commercial purposes unless the person or organization has obtained your permission.

# Equal opportunity is the law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I–financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a WIOA Title I–financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

or

The Director

Civil Rights Center

U.S. Department of Labor

200 Constitution Avenue, NW, Room N-4123

Washington, DC 20210

or electronically as directed on the CRC website at www.dol.gov/oasam/programs/crc/complaint.htm.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

# Job-Search Log for the week ending (Mo/Day/Yr) _____ / _____ / _____

**Employment Security Department**
WASHINGTON STATE

Name: _____ ID or SSN: _____ **Keep this log for your records***

**Instructions:** Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job-search activities each week. Keep your logs. * **We may review them any time up to 60 days past the end of your benefit year or up to 30 days after receiving any benefits, whichever is later.** We may call the employers listed to verify that you contacted them for work. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

You can get more logs at your local WorkSource office or online at www.esd.wa.gov/job-search-log. If you apply online or respond to a newspaper ad, please attach a copy of the confirmation notice or ad if available. Refer to your Handbook for Unemployed Workers for further instructions on completing this log.

| Contacts and job-search activities | | | Keep this log for your records |
|---|---|---|---|
| CONTACT 1 | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |
| CONTACT 2 | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/ résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |
| CONTACT 3 | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/ résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |

WorkSource/Employment Security Department is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711.

EMS 10313 CC 7540-032-823 Rev 8/18

# Job-Search Log for the week ending (Mo/Day/Yr) _____ /_____ / _____

**Keep this log for your records***

Name: _____ ID or SSN: _____

**Instructions:** Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three employer contacts or approved job-search activities each week. Keep your logs. *** We may review them any time up to 60 days past the end of your benefit year or up to 30 days after receiving any benefits, whichever is later.** We may call the employers listed to verify that you contacted them for work. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

| Contacts and job-search activities | | | Keep this log for your records |
|---|---|---|---|
| **CONTACT 4** | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/ résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |
| **CONTACT 5** | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/ résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |
| **CONTACT 6** | Contact date (Mo/Day/Yr)<br>☐ Employer contact<br>OR<br>☐ WorkSource activity | **FOR EMPLOYER CONTACT, check one AND list position or type of work applied for:**<br>☐ Application/ résumé ☐ Interview ☐ Inquiry<br>**Position:** .....<br>**How contacted:**<br>☐ Online/email ☐ Fax ☐ In person<br>☐ Mail ☐ Kiosk ☐ Telephone<br>☐ Other (describe): .....<br>**FOR WORKSOURCE ACTIVITY, briefly describe:**<br>..... | **If employer contact was in person, by kiosk or by telephone, you MUST complete this section.**<br>Employer ..... Telephone ( ..... ) .....<br>Address ..... City ..... State .....<br>Name or position of person contacted .....<br>**If employer contact was made online, by email, by fax or by newspaper, you MUST complete the appropriate information in this section.**<br>Employer name (if provided) ..... Website or email .....<br>Job reference number .....<br>If fax, provide the fax number ( ..... ) .....<br>Newspaper name ..... Publication date ..... |

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# Earnings Deduction Chart

Employment Security Department
WASHINGTON STATE

**Gross Earnings:** Your earnings before deductions. **Earnings Deductions:** Amount deducted from your weekly Benefit Amount (WBA).
**Computation:** Gross Earnings minus $5.00 times 75% equals the Earnings Deduction. All deductions are rounded up to the next higher dollar.
**When your Earnings Deduction is equal to or more than your Weekly Benefit Amount, you are not eligible for benefit payments.**

| If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct |
|---|---|---|---|---|---|---|---|---|---|
| $0.00 to $5.00 | $0.00 | $57.01 to $58.33 | $40.00 | $110.34 to $111.66 | $80.00 | $163.67 to $165.00 | $120.00 | $217.01 to $218.33 | $160.00 |
| $5.01 to $6.33 | $1.00 | $58.34 to $59.66 | $41.00 | $111.67 to $113.00 | $81.00 | $165.01 to $166.33 | $121.00 | $218.34 to $219.66 | $161.00 |
| $6.34 to $7.66 | $2.00 | $59.67 to $61.00 | $42.00 | $113.01 to $114.33 | $82.00 | $166.34 to $167.66 | $122.00 | $219.67 to $221.00 | $162.00 |
| $7.67 to $9.00 | $3.00 | $61.01 to $62.33 | $43.00 | $114.34 to $115.66 | $83.00 | $167.67 to $169.00 | $123.00 | $221.01 to $222.33 | $163.00 |
| $9.01 to $10.33 | $4.00 | $62.34 to $63.66 | $44.00 | $115.67 to $117.00 | $84.00 | $169.01 to $170.33 | $124.00 | $222.34 to $223.66 | $164.00 |
| $10.34 to $11.66 | $5.00 | $63.67 to $65.00 | $45.00 | $117.01 to $118.33 | $85.00 | $170.34 to $171.66 | $125.00 | $223.67 to $225.00 | $165.00 |
| $11.67 to $13.00 | $6.00 | $65.01 to $66.33 | $46.00 | $118.34 to $119.66 | $86.00 | $171.67 to $173.00 | $126.00 | $225.01 to $226.33 | $166.00 |
| $13.01 to $14.33 | $7.00 | $66.34 to $67.66 | $47.00 | $119.67 to $121.00 | $87.00 | $173.01 to $174.33 | $127.00 | $226.34 to $227.66 | $167.00 |
| $14.34 to $15.66 | $8.00 | $67.67 to $69.00 | $48.00 | $121.01 to $122.33 | $88.00 | $174.34 to $175.66 | $128.00 | $227.67 to $229.00 | $168.00 |
| $15.67 to $17.00 | $9.00 | $69.01 to $70.33 | $49.00 | $122.34 to $123.66 | $89.00 | $175.67 to $177.00 | $129.00 | $229.01 to $230.33 | $169.00 |
| $17.01 to $18.33 | $10.00 | $70.34 to $71.66 | $50.00 | $123.67 to $125.00 | $90.00 | $177.01 to $178.33 | $130.00 | $230.34 to $231.66 | $170.00 |
| $18.34 to $19.66 | $11.00 | $71.67 to $73.00 | $51.00 | $125.01 to $126.33 | $91.00 | $178.34 to $179.66 | $131.00 | $231.67 to $233.00 | $171.00 |
| $19.67 to $21.00 | $12.00 | $73.01 to $74.33 | $52.00 | $126.34 to $127.66 | $92.00 | $179.67 to $181.00 | $132.00 | $233.01 to $234.33 | $172.00 |
| $21.01 to $22.33 | $13.00 | $74.34 to $75.66 | $53.00 | $127.67 to $129.00 | $93.00 | $181.01 to $182.33 | $133.00 | $234.34 to $235.66 | $173.00 |
| $22.34 to $23.66 | $14.00 | $75.67 to $77.00 | $54.00 | $129.01 to $130.33 | $94.00 | $182.34 to $183.66 | $134.00 | $235.67 to $237.00 | $174.00 |
| $23.67 to $25.00 | $15.00 | $77.01 to $78.33 | $55.00 | $130.34 to $131.66 | $95.00 | $183.67 to $185.00 | $135.00 | $237.01 to $238.33 | $175.00 |
| $25.01 to $26.33 | $16.00 | $78.34 to $79.66 | $56.00 | $131.67 to $133.00 | $96.00 | $185.01 to $186.33 | $136.00 | $238.34 to $239.66 | $176.00 |
| $26.34 to $27.66 | $17.00 | $79.67 to $81.00 | $57.00 | $133.01 to $134.33 | $97.00 | $186.34 to $187.66 | $137.00 | $239.67 to $241.00 | $177.00 |
| $27.67 to $29.00 | $18.00 | $81.01 to $82.33 | $58.00 | $134.34 to $135.66 | $98.00 | $187.67 to $189.00 | $138.00 | $241.01 to $242.33 | $178.00 |
| $29.01 to $30.33 | $19.00 | $82.34 to $83.66 | $59.00 | $135.67 to $137.00 | $99.00 | $189.01 to $190.33 | $139.00 | $242.34 to $243.66 | $179.00 |
| $30.34 to $31.66 | $20.00 | $83.67 to $85.00 | $60.00 | $137.01 to $138.33 | $100.00 | $190.34 to $191.66 | $140.00 | $243.67 to $245.00 | $180.00 |
| $31.67 to $33.00 | $21.00 | $85.01 to $86.33 | $61.00 | $138.34 to $139.66 | $101.00 | $191.67 to $193.00 | $141.00 | $245.01 to $246.33 | $181.00 |
| $33.01 to $34.33 | $22.00 | $86.34 to $87.66 | $62.00 | $139.67 to $141.00 | $102.00 | $193.01 to $194.33 | $142.00 | $246.34 to $247.66 | $182.00 |
| $34.34 to $35.66 | $23.00 | $87.67 to $89.00 | $63.00 | $141.01 to $142.33 | $103.00 | $194.34 to $195.66 | $143.00 | $247.67 to $249.00 | $183.00 |
| $35.67 to $37.00 | $24.00 | $89.01 to $90.33 | $64.00 | $142.34 to $143.66 | $104.00 | $195.67 to $197.00 | $144.00 | $249.01 to $250.33 | $184.00 |
| $37.01 to $38.33 | $25.00 | $90.34 to $91.66 | $65.00 | $143.67 to $145.00 | $105.00 | $197.01 to $198.33 | $145.00 | $250.34 to $251.66 | $185.00 |
| $38.34 to $39.66 | $26.00 | $91.67 to $93.00 | $66.00 | $145.01 to $146.33 | $106.00 | $198.34 to $199.66 | $146.00 | $251.67 to $253.00 | $186.00 |
| $39.67 to $41.00 | $27.00 | $93.01 to $94.33 | $67.00 | $146.34 to $147.66 | $107.00 | $199.67 to $201.00 | $147.00 | $253.01 to $254.33 | $187.00 |
| $41.01 to $42.33 | $28.00 | $94.34 to $95.66 | $68.00 | $147.67 to $149.00 | $108.00 | $201.01 to $202.33 | $148.00 | $254.34 to $255.66 | $188.00 |
| $42.34 to $43.66 | $29.00 | $95.67 to $97.00 | $69.00 | $149.01 to $150.33 | $109.00 | $202.34 to $203.66 | $149.00 | $255.67 to $257.00 | $189.00 |
| $43.67 to $45.00 | $30.00 | $97.01 to $98.33 | $70.00 | $150.34 to $151.66 | $110.00 | $203.67 to $205.00 | $150.00 | $257.01 to $258.33 | $190.00 |
| $45.01 to $46.33 | $31.00 | $98.34 to $99.66 | $71.00 | $151.67 to $153.00 | $111.00 | $205.01 to $206.33 | $151.00 | $258.34 to $259.66 | $191.00 |
| $46.34 to $47.66 | $32.00 | $99.67 to $101.00 | $72.00 | $153.01 to $154.33 | $112.00 | $206.34 to $207.66 | $152.00 | $259.67 to $261.00 | $192.00 |
| $47.67 to $49.00 | $33.00 | $101.01 to $102.33 | $73.00 | $154.34 to $155.66 | $113.00 | $207.67 to $209.00 | $153.00 | $261.01 to $262.33 | $193.00 |
| $49.01 to $50.33 | $34.00 | $102.34 to $103.66 | $74.00 | $155.67 to $157.00 | $114.00 | $209.01 to $210.33 | $154.00 | $262.34 to $263.66 | $194.00 |
| $50.34 to $51.66 | $35.00 | $103.67 to $105.00 | $75.00 | $157.01 to $158.33 | $115.00 | $210.34 to $211.66 | $155.00 | $263.67 to $265.00 | $195.00 |
| $51.67 to $53.00 | $36.00 | $105.01 to $106.33 | $76.00 | $158.34 to $159.66 | $116.00 | $211.67 to $213.00 | $156.00 | $265.01 to $266.33 | $196.00 |
| $53.01 to $54.33 | $37.00 | $106.34 to $107.66 | $77.00 | $159.67 to $161.00 | $117.00 | $213.01 to $214.33 | $157.00 | $266.34 to $267.66 | $197.00 |
| $54.34 to $55.66 | $38.00 | $107.67 to $109.00 | $78.00 | $161.01 to $162.33 | $118.00 | $214.34 to $215.66 | $158.00 | $267.67 to $269.00 | $198.00 |
| $55.67 to $57.00 | $39.00 | $109.01 to $110.33 | $79.00 | $162.34 to $163.66 | $119.00 | $215.67 to $217.00 | $159.00 | $269.01 to $270.33 | $199.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $270.34 to $271.66 | $200.00 |
| $271.67 to $273.00 | $201.00 |
| $273.01 to $274.33 | $202.00 |
| $274.34 to $275.66 | $203.00 |
| $275.67 to $277.00 | $204.00 |
| $277.01 to $278.33 | $205.00 |
| $278.34 to $279.66 | $206.00 |
| $279.67 to $281.00 | $207.00 |
| $281.01 to $282.33 | $208.00 |
| $282.34 to $283.66 | $209.00 |
| $283.67 to $285.00 | $210.00 |
| $285.01 to $286.33 | $211.00 |
| $286.34 to $287.66 | $212.00 |
| $287.67 to $289.00 | $213.00 |
| $289.01 to $290.33 | $214.00 |
| $290.34 to $291.66 | $215.00 |
| $291.67 to $293.00 | $216.00 |
| $293.01 to $294.33 | $217.00 |
| $294.34 to $295.66 | $218.00 |
| $295.67 to $297.00 | $219.00 |
| $297.01 to $298.33 | $220.00 |
| $298.34 to $299.66 | $221.00 |
| $299.67 to $301.00 | $222.00 |
| $301.01 to $302.33 | $223.00 |
| $302.34 to $303.66 | $224.00 |
| $303.67 to $305.00 | $225.00 |
| $305.01 to $306.33 | $226.00 |
| $306.34 to $307.66 | $227.00 |
| $307.67 to $309.00 | $228.00 |
| $309.01 to $310.33 | $229.00 |
| $310.34 to $311.66 | $230.00 |
| $311.67 to $313.00 | $231.00 |
| $313.01 to $314.33 | $232.00 |
| $314.34 to $315.66 | $233.00 |
| $315.67 to $317.00 | $234.00 |
| $317.01 to $318.33 | $235.00 |
| $318.34 to $319.66 | $236.00 |
| $319.67 to $321.00 | $237.00 |
| $321.01 to $322.33 | $238.00 |
| $322.34 to $323.66 | $239.00 |
| $323.67 to $325.00 | $240.00 |
| $325.01 to $326.33 | $241.00 |
| $326.34 to $327.66 | $242.00 |
| $327.67 to $329.00 | $243.00 |
| $329.01 to $330.33 | $244.00 |
| $330.34 to $331.66 | $245.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $331.67 to $333.00 | $246.00 |
| $333.01 to $334.33 | $247.00 |
| $334.34 to $335.66 | $248.00 |
| $335.67 to $337.00 | $249.00 |
| $337.01 to $338.33 | $250.00 |
| $338.34 to $339.66 | $251.00 |
| $339.67 to $341.00 | $252.00 |
| $341.01 to $342.33 | $253.00 |
| $342.34 to $343.66 | $254.00 |
| $343.67 to $345.00 | $255.00 |
| $345.01 to $346.33 | $256.00 |
| $346.34 to $347.66 | $257.00 |
| $347.67 to $349.00 | $258.00 |
| $349.01 to $350.33 | $259.00 |
| $350.34 to $351.66 | $260.00 |
| $351.67 to $353.00 | $261.00 |
| $353.01 to $354.33 | $262.00 |
| $354.34 to $355.66 | $263.00 |
| $355.67 to $357.00 | $264.00 |
| $357.01 to $358.33 | $265.00 |
| $358.34 to $359.66 | $266.00 |
| $359.67 to $361.00 | $267.00 |
| $361.01 to $362.33 | $268.00 |
| $362.34 to $363.66 | $269.00 |
| $363.67 to $365.00 | $270.00 |
| $365.01 to $366.33 | $271.00 |
| $366.34 to $367.66 | $272.00 |
| $367.67 to $369.00 | $273.00 |
| $369.01 to $370.33 | $274.00 |
| $370.34 to $371.66 | $275.00 |
| $371.67 to $373.00 | $276.00 |
| $373.01 to $374.33 | $277.00 |
| $374.34 to $375.66 | $278.00 |
| $375.67 to $377.00 | $279.00 |
| $377.01 to $378.33 | $280.00 |
| $378.34 to $379.66 | $281.00 |
| $379.67 to $381.00 | $282.00 |
| $381.01 to $382.33 | $283.00 |
| $382.34 to $383.66 | $284.00 |
| $383.67 to $385.00 | $285.00 |
| $385.01 to $386.33 | $286.00 |
| $386.34 to $387.66 | $287.00 |
| $387.67 to $389.00 | $288.00 |
| $389.01 to $390.33 | $289.00 |
| $390.34 to $391.66 | $290.00 |
| $391.67 to $393.00 | $291.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $393.01 to $394.33 | $292.00 |
| $394.34 to $395.66 | $293.00 |
| $395.67 to $397.00 | $294.00 |
| $397.01 to $398.33 | $295.00 |
| $398.34 to $399.66 | $296.00 |
| $399.67 to $401.00 | $297.00 |
| $401.01 to $402.33 | $298.00 |
| $402.34 to $403.66 | $299.00 |
| $403.67 to $405.00 | $300.00 |
| $405.01 to $406.33 | $301.00 |
| $406.34 to $407.66 | $302.00 |
| $407.67 to $409.00 | $303.00 |
| $409.01 to $410.33 | $304.00 |
| $410.34 to $411.66 | $305.00 |
| $411.67 to $413.00 | $306.00 |
| $413.01 to $414.33 | $307.00 |
| $414.34 to $415.66 | $308.00 |
| $415.67 to $417.00 | $309.00 |
| $417.01 to $418.33 | $310.00 |
| $418.34 to $419.66 | $311.00 |
| $419.67 to $421.00 | $312.00 |
| $421.01 to $422.33 | $313.00 |
| $422.34 to $423.66 | $314.00 |
| $423.67 to $425.00 | $315.00 |
| $425.01 to $426.33 | $316.00 |
| $426.34 to $427.66 | $317.00 |
| $427.67 to $429.00 | $318.00 |
| $429.01 to $430.33 | $319.00 |
| $430.34 to $431.66 | $320.00 |
| $431.67 to $433.00 | $321.00 |
| $433.01 to $434.33 | $322.00 |
| $434.34 to $435.66 | $323.00 |
| $435.67 to $437.00 | $324.00 |
| $437.01 to $438.33 | $325.00 |
| $438.34 to $439.66 | $326.00 |
| $439.67 to $441.00 | $327.00 |
| $441.01 to $442.33 | $328.00 |
| $442.34 to $443.66 | $329.00 |
| $443.67 to $445.00 | $330.00 |
| $445.01 to $446.33 | $331.00 |
| $446.34 to $447.66 | $332.00 |
| $447.67 to $449.00 | $333.00 |
| $449.01 to $450.33 | $334.00 |
| $450.34 to $451.66 | $335.00 |
| $451.67 to $453.00 | $336.00 |
| $453.01 to $454.33 | $337.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $454.34 to $455.66 | $338.00 |
| $455.67 to $457.00 | $339.00 |
| $457.01 to $458.33 | $340.00 |
| $458.34 to $459.66 | $341.00 |
| $459.67 to $461.00 | $342.00 |
| $461.01 to $462.33 | $343.00 |
| $462.34 to $463.66 | $344.00 |
| $463.67 to $465.00 | $345.00 |
| $465.01 to $466.33 | $346.00 |
| $466.34 to $467.66 | $347.00 |
| $467.67 to $469.00 | $348.00 |
| $469.01 to $470.33 | $349.00 |
| $470.34 to $471.66 | $350.00 |
| $471.67 to $473.00 | $351.00 |
| $473.01 to $474.33 | $352.00 |
| $474.34 to $475.66 | $353.00 |
| $475.67 to $477.00 | $354.00 |
| $477.01 to $478.33 | $355.00 |
| $478.34 to $479.66 | $356.00 |
| $479.67 to $481.00 | $357.00 |
| $481.01 to $482.33 | $358.00 |
| $482.34 to $483.66 | $359.00 |
| $483.67 to $485.00 | $360.00 |
| $485.01 to $486.33 | $361.00 |
| $486.34 to $487.66 | $362.00 |
| $487.67 to $489.00 | $363.00 |
| $489.01 to $490.33 | $364.00 |
| $490.34 to $491.66 | $365.00 |
| $491.67 to $493.00 | $366.00 |
| $493.01 to $494.33 | $367.00 |
| $494.34 to $495.66 | $368.00 |
| $495.67 to $497.00 | $369.00 |
| $497.01 to $498.33 | $370.00 |
| $498.34 to $499.66 | $371.00 |
| $499.67 to $501.00 | $372.00 |
| $501.01 to $502.33 | $373.00 |
| $502.34 to $503.66 | $374.00 |
| $503.67 to $505.00 | $375.00 |
| $505.01 to $506.33 | $376.00 |
| $506.34 to $507.66 | $377.00 |
| $507.67 to $509.00 | $378.00 |
| $509.01 to $510.33 | $379.00 |
| $510.34 to $511.66 | $380.00 |
| $511.67 to $513.00 | $381.00 |
| $513.01 to $514.33 | $382.00 |
| $514.34 to $515.66 | $383.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $515.67 to $517.00 | $384.00 |
| $517.01 to $518.33 | $385.00 |
| $518.34 to $519.66 | $386.00 |
| $519.67 to $521.00 | $387.00 |
| $521.01 to $522.33 | $388.00 |
| $522.34 to $523.66 | $389.00 |
| $523.67 to $525.00 | $390.00 |
| $525.01 to $526.33 | $391.00 |
| $526.34 to $527.66 | $392.00 |
| $527.67 to $529.00 | $393.00 |
| $529.01 to $530.33 | $394.00 |
| $530.34 to $531.66 | $395.00 |
| $531.67 to $533.00 | $396.00 |
| $533.01 to $534.33 | $397.00 |
| $534.34 to $535.66 | $398.00 |
| $535.67 to $537.00 | $399.00 |
| $537.01 to $538.33 | $400.00 |
| $538.34 to $539.66 | $401.00 |
| $539.67 to $541.00 | $402.00 |
| $541.01 to $542.33 | $403.00 |
| $542.34 to $543.66 | $404.00 |
| $543.67 to $545.00 | $405.00 |
| $545.01 to $546.33 | $406.00 |
| $546.34 to $547.66 | $407.00 |
| $547.67 to $549.00 | $408.00 |
| $549.01 to $550.33 | $409.00 |
| $550.34 to $551.66 | $410.00 |
| $551.67 to $553.00 | $411.00 |
| $553.01 to $554.33 | $412.00 |
| $554.34 to $555.66 | $413.00 |
| $555.67 to $557.00 | $414.00 |
| $557.01 to $558.33 | $415.00 |
| $558.34 to $559.66 | $416.00 |
| $559.67 to $561.00 | $417.00 |
| $561.01 to $562.33 | $418.00 |
| $562.34 to $563.66 | $419.00 |
| $563.67 to $565.00 | $420.00 |
| $565.01 to $566.33 | $421.00 |
| $566.34 to $567.66 | $422.00 |
| $567.67 to $569.00 | $423.00 |
| $569.01 to $570.33 | $424.00 |
| $570.34 to $571.66 | $425.00 |
| $571.67 to $573.00 | $426.00 |
| $573.01 to $574.33 | $427.00 |
| $574.34 to $575.66 | $428.00 |
| $575.67 to $577.00 | $429.00 |

| If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct | If your gross work earnings are between: | We will deduct |
|---|---|---|---|---|---|---|---|---|---|
| $577.01 to $578.33 | $430.00 | $638.34 to $639.66 | $476.00 | $699.67 to $701.00 | $522.00 | $761.01 to $762.33 | $568.00 | $822.34 to $823.66 | $614.00 |
| $578.34 to $579.66 | $431.00 | $639.67 to $641.00 | $477.00 | $701.01 to $702.33 | $523.00 | $762.34 to $763.66 | $569.00 | $823.67 to $825.00 | $615.00 |
| $579.67 to $581.00 | $432.00 | $641.01 to $642.33 | $478.00 | $702.34 to $703.66 | $524.00 | $763.67 to $765.00 | $570.00 | $825.01 to $826.33 | $616.00 |
| $581.01 to $582.33 | $433.00 | $642.34 to $643.66 | $479.00 | $703.67 to $705.00 | $525.00 | $765.01 to $766.33 | $571.00 | $826.34 to $827.66 | $617.00 |
| $582.34 to $583.66 | $434.00 | $643.67 to $645.00 | $480.00 | $705.01 to $706.33 | $526.00 | $766.34 to $767.66 | $572.00 | $827.67 to $829.00 | $618.00 |
| $583.67 to $585.00 | $435.00 | $645.01 to $646.33 | $481.00 | $706.34 to $707.66 | $527.00 | $767.67 to $769.00 | $573.00 | $829.01 to $830.33 | $619.00 |
| $585.01 to $586.33 | $436.00 | $646.34 to $647.66 | $482.00 | $707.67 to $709.00 | $528.00 | $769.01 to $770.33 | $574.00 | $830.34 to $831.66 | $620.00 |
| $586.34 to $587.66 | $437.00 | $647.67 to $649.00 | $483.00 | $709.01 to $710.33 | $529.00 | $770.34 to $771.66 | $575.00 | $831.67 to $833.00 | $621.00 |
| $587.67 to $589.00 | $438.00 | $649.01 to $650.33 | $484.00 | $710.34 to $711.66 | $530.00 | $771.67 to $773.00 | $576.00 | $833.01 to $834.33 | $622.00 |
| $589.01 to $590.33 | $439.00 | $650.34 to $651.66 | $485.00 | $711.67 to $713.00 | $531.00 | $773.01 to $774.33 | $577.00 | $834.34 to $835.66 | $623.00 |
| $590.34 to $591.66 | $440.00 | $651.67 to $653.00 | $486.00 | $713.01 to $714.33 | $532.00 | $774.34 to $775.66 | $578.00 | $835.67 to $837.00 | $624.00 |
| $591.67 to $593.00 | $441.00 | $653.01 to $654.33 | $487.00 | $714.34 to $715.66 | $533.00 | $775.67 to $777.00 | $579.00 | $837.01 to $838.33 | $625.00 |
| $593.01 to $594.33 | $442.00 | $654.34 to $655.66 | $488.00 | $715.67 to $717.00 | $534.00 | $777.01 to $778.33 | $580.00 | $838.34 to $839.66 | $626.00 |
| $594.34 to $595.66 | $443.00 | $655.67 to $657.00 | $489.00 | $717.01 to $718.33 | $535.00 | $778.34 to $779.66 | $581.00 | $839.67 to $841.00 | $627.00 |
| $595.67 to $597.00 | $444.00 | $657.01 to $658.33 | $490.00 | $718.34 to $719.66 | $536.00 | $779.67 to $781.00 | $582.00 | $841.01 to $842.33 | $628.00 |
| $597.01 to $598.33 | $445.00 | $658.34 to $659.66 | $491.00 | $719.67 to $721.00 | $537.00 | $781.01 to $782.33 | $583.00 | $842.34 to $843.66 | $629.00 |
| $598.34 to $599.66 | $446.00 | $659.67 to $661.00 | $492.00 | $721.01 to $722.33 | $538.00 | $782.34 to $783.66 | $584.00 | $843.67 to $845.00 | $630.00 |
| $599.67 to $601.00 | $447.00 | $661.01 to $662.33 | $493.00 | $722.34 to $723.66 | $539.00 | $783.67 to $785.00 | $585.00 | $845.01 to $846.33 | $631.00 |
| $601.01 to $602.33 | $448.00 | $662.34 to $663.66 | $494.00 | $723.67 to $725.00 | $540.00 | $785.01 to $786.33 | $586.00 | $846.34 to $847.66 | $632.00 |
| $602.34 to $603.66 | $449.00 | $663.67 to $665.00 | $495.00 | $725.01 to $726.33 | $541.00 | $786.34 to $787.66 | $587.00 | $847.67 to $849.00 | $633.00 |
| $603.67 to $605.00 | $450.00 | $665.01 to $666.33 | $496.00 | $726.34 to $727.66 | $542.00 | $787.67 to $789.00 | $588.00 | $849.01 to $850.33 | $634.00 |
| $605.01 to $606.33 | $451.00 | $666.34 to $667.66 | $497.00 | $727.67 to $729.00 | $543.00 | $789.01 to $790.33 | $589.00 | $850.34 to $851.66 | $635.00 |
| $606.34 to $607.66 | $452.00 | $667.67 to $669.00 | $498.00 | $729.01 to $730.33 | $544.00 | $790.34 to $791.66 | $590.00 | $851.67 to $853.00 | $636.00 |
| $607.67 to $609.00 | $453.00 | $669.01 to $670.33 | $499.00 | $730.34 to $731.66 | $545.00 | $791.67 to $793.00 | $591.00 | $853.01 to $854.33 | $637.00 |
| $609.01 to $610.33 | $454.00 | $670.34 to $671.66 | $500.00 | $731.67 to $733.00 | $546.00 | $793.01 to $794.33 | $592.00 | $854.34 to $855.66 | $638.00 |
| $610.34 to $611.66 | $455.00 | $671.67 to $673.00 | $501.00 | $733.01 to $734.33 | $547.00 | $794.34 to $795.66 | $593.00 | $855.67 to $857.00 | $639.00 |
| $611.67 to $613.00 | $456.00 | $673.01 to $674.33 | $502.00 | $734.34 to $735.66 | $548.00 | $795.67 to $797.00 | $594.00 | $857.01 to $858.33 | $640.00 |
| $613.01 to $614.33 | $457.00 | $674.34 to $675.66 | $503.00 | $735.67 to $737.00 | $549.00 | $797.01 to $798.33 | $595.00 | $858.34 to $859.66 | $641.00 |
| $614.34 to $615.66 | $458.00 | $675.67 to $677.00 | $504.00 | $737.01 to $738.33 | $550.00 | $798.34 to $799.66 | $596.00 | $859.67 to $861.00 | $642.00 |
| $615.67 to $617.00 | $459.00 | $677.01 to $678.33 | $505.00 | $738.34 to $739.66 | $551.00 | $799.67 to $801.00 | $597.00 | $861.01 to $862.33 | $643.00 |
| $617.01 to $618.33 | $460.00 | $678.34 to $679.66 | $506.00 | $739.67 to $741.00 | $552.00 | $801.01 to $802.33 | $598.00 | $862.34 to $863.66 | $644.00 |
| $618.34 to $619.66 | $461.00 | $679.67 to $681.00 | $507.00 | $741.01 to $742.33 | $553.00 | $802.34 to $803.66 | $599.00 | $863.67 to $865.00 | $645.00 |
| $619.67 to $621.00 | $462.00 | $681.01 to $682.33 | $508.00 | $742.34 to $743.66 | $554.00 | $803.67 to $805.00 | $600.00 | $865.01 to $866.33 | $646.00 |
| $621.01 to $622.33 | $463.00 | $682.34 to $683.66 | $509.00 | $743.67 to $745.00 | $555.00 | $805.01 to $806.33 | $601.00 | $866.34 to $867.66 | $647.00 |
| $622.34 to $623.66 | $464.00 | $683.67 to $685.00 | $510.00 | $745.01 to $746.33 | $556.00 | $806.34 to $807.66 | $602.00 | $867.67 to $869.00 | $648.00 |
| $623.67 to $625.00 | $465.00 | $685.01 to $686.33 | $511.00 | $746.34 to $747.66 | $557.00 | $807.67 to $809.00 | $603.00 | $869.01 to $870.33 | $649.00 |
| $625.01 to $626.33 | $466.00 | $686.34 to $687.66 | $512.00 | $747.67 to $749.00 | $558.00 | $809.01 to $810.33 | $604.00 | $870.34 to $871.66 | $650.00 |
| $626.34 to $627.66 | $467.00 | $687.67 to $689.00 | $513.00 | $749.01 to $750.33 | $559.00 | $810.34 to $811.66 | $605.00 | $871.67 to $873.00 | $651.00 |
| $627.67 to $629.00 | $468.00 | $689.01 to $690.33 | $514.00 | $750.34 to $751.66 | $560.00 | $811.67 to $813.00 | $606.00 | $873.01 to $874.33 | $652.00 |
| $629.01 to $630.33 | $469.00 | $690.34 to $691.66 | $515.00 | $751.67 to $753.00 | $561.00 | $813.01 to $814.33 | $607.00 | $874.34 to $875.66 | $653.00 |
| $630.34 to $631.66 | $470.00 | $691.67 to $693.00 | $516.00 | $753.01 to $754.33 | $562.00 | $814.34 to $815.66 | $608.00 | $875.67 to $877.00 | $654.00 |
| $631.67 to $633.00 | $471.00 | $693.01 to $694.33 | $517.00 | $754.34 to $755.66 | $563.00 | $815.67 to $817.00 | $609.00 | $877.01 to $878.33 | $655.00 |
| $633.01 to $634.33 | $472.00 | $694.34 to $695.66 | $518.00 | $755.67 to $757.00 | $564.00 | $817.01 to $818.33 | $610.00 | $878.34 to $879.66 | $656.00 |
| $634.34 to $635.66 | $473.00 | $695.67 to $697.00 | $519.00 | $757.01 to $758.33 | $565.00 | $818.34 to $819.66 | $611.00 | $879.67 to $881.00 | $657.00 |
| $635.67 to $637.00 | $474.00 | $697.01 to $698.33 | $520.00 | $758.34 to $759.66 | $566.00 | $819.67 to $821.00 | $612.00 | $881.01 to $882.33 | $658.00 |
| $637.01 to $638.33 | $475.00 | $698.34 to $699.66 | $521.00 | $759.67 to $761.00 | $567.00 | $821.01 to $822.33 | $613.00 | $882.34 to $883.66 | $659.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $883.67 to $885.00 | $660.00 |
| $885.01 to $886.33 | $661.00 |
| $886.34 to $887.66 | $662.00 |
| $887.67 to $889.00 | $663.00 |
| $889.01 to $890.33 | $664.00 |
| $890.34 to $891.66 | $665.00 |
| $891.67 to $893.00 | $666.00 |
| $893.01 to $894.33 | $667.00 |
| $894.34 to $895.66 | $668.00 |
| $895.67 to $897.00 | $669.00 |
| $897.01 to $898.33 | $670.00 |
| $898.34 to $899.66 | $671.00 |
| $899.67 to $901.00 | $672.00 |
| $901.01 to $902.33 | $673.00 |
| $902.34 to $903.66 | $674.00 |
| $903.67 to $905.00 | $675.00 |
| $905.01 to $906.33 | $676.00 |
| $906.34 to $907.66 | $677.00 |
| $907.67 to $909.00 | $678.00 |
| $909.01 to $910.33 | $679.00 |
| $910.34 to $911.66 | $680.00 |
| $911.67 to $913.00 | $681.00 |
| $913.01 to $914.33 | $682.00 |
| $914.34 to $915.66 | $683.00 |
| $915.67 to $917.00 | $684.00 |
| $917.01 to $918.33 | $685.00 |
| $918.34 to $919.66 | $686.00 |
| $919.67 to $921.00 | $687.00 |
| $921.01 to $922.33 | $688.00 |
| $922.34 to $923.66 | $689.00 |
| $923.67 to $925.00 | $690.00 |
| $925.01 to $926.33 | $691.00 |
| $926.34 to $927.66 | $692.00 |
| $927.67 to $929.00 | $693.00 |
| $929.01 to $930.33 | $694.00 |
| $930.34 to $931.66 | $695.00 |
| $931.67 to $933.00 | $696.00 |
| $933.01 to $934.33 | $697.00 |
| $934.34 to $935.66 | $698.00 |
| $935.67 to $937.00 | $699.00 |
| $937.01 to $938.33 | $700.00 |
| $938.34 to $939.66 | $701.00 |
| $939.67 to $941.00 | $702.00 |
| $941.01 to $942.33 | $703.00 |
| $942.34 to $943.66 | $704.00 |
| $943.67 to $945.00 | $705.00 |
| $945.01 to $946.33 | $706.00 |
| $946.34 to $947.66 | $707.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $947.67 to $949.00 | $708.00 |
| $949.01 to $950.33 | $709.00 |
| $950.34 to $951.66 | $710.00 |
| $951.67 to $953.00 | $711.00 |
| $953.01 to $954.33 | $712.00 |
| $954.34 to $955.66 | $713.00 |
| $955.67 to $957.00 | $714.00 |
| $957.01 to $958.33 | $715.00 |
| $958.34 to $959.66 | $716.00 |
| $959.67 to $961.00 | $717.00 |
| $961.01 to $962.33 | $718.00 |
| $962.34 to $963.66 | $719.00 |
| $963.67 to $965.00 | $720.00 |
| $965.01 to $966.33 | $721.00 |
| $966.34 to $967.66 | $722.00 |
| $967.67 to $969.00 | $723.00 |
| $969.01 to $970.33 | $724.00 |
| $970.34 to $971.66 | $725.00 |
| $971.67 to $973.00 | $726.00 |
| $973.01 to $974.33 | $727.00 |
| $974.34 to $975.66 | $728.00 |
| $975.67 to $977.00 | $729.00 |
| $977.01 to $978.33 | $730.00 |
| $978.34 to $979.66 | $731.00 |
| $979.67 to $981.00 | $732.00 |
| $981.01 to $982.33 | $733.00 |
| $982.34 to $983.66 | $734.00 |
| $983.67 to $985.00 | $735.00 |
| $985.01 to $986.33 | $736.00 |
| $986.34 to $987.66 | $737.00 |
| $987.67 to $989.00 | $738.00 |
| $989.01 to $990.33 | $739.00 |
| $990.34 to $991.66 | $740.00 |
| $991.67 to $993.00 | $741.00 |
| $993.01 to $994.33 | $742.00 |
| $994.34 to $995.66 | $743.00 |
| $995.67 to $997.00 | $744.00 |
| $997.01 to $998.33 | $745.00 |
| $998.34 to $999.66 | $746.00 |
| $999.67 to $1,001.00 | $747.00 |
| $1,001.01 to $1,002.33 | $748.00 |
| $1,002.34 to $1,003.66 | $749.00 |
| $1,003.67 to $1,005.00 | $750.00 |
| $1,005.01 to $1,006.33 | $751.00 |
| $1,006.34 to $1,007.66 | $752.00 |
| $1,007.67 to $1,009.00 | $753.00 |
| $1,009.01 to $1,010.33 | $754.00 |
| $1,010.34 to $1,011.66 | $755.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $1,011.67 to $1,013.00 | $756.00 |
| $1,013.01 to $1,014.33 | $757.00 |
| $1,014.34 to $1,015.66 | $758.00 |
| $1,015.67 to $1,017.00 | $759.00 |
| $1,017.01 to $1,018.33 | $760.00 |
| $1,018.34 to $1,019.66 | $761.00 |
| $1,019.67 to $1,021.00 | $762.00 |
| $1,021.01 to $1,022.33 | $763.00 |
| $1,022.34 to $1,023.66 | $764.00 |
| $1,023.67 to $1,025.00 | $765.00 |
| $1,025.01 to $1,026.33 | $766.00 |
| $1,026.34 to $1,027.66 | $767.00 |
| $1,027.67 to $1,029.00 | $768.00 |
| $1,029.01 to $1,030.33 | $769.00 |
| $1,030.34 to $1,031.66 | $770.00 |
| $1,031.67 to $1,033.00 | $771.00 |
| $1,033.01 to $1,034.33 | $772.00 |
| $1,034.34 to $1,035.66 | $773.00 |
| $1,035.67 to $1,037.00 | $774.00 |
| $1,037.01 to $1,038.33 | $775.00 |
| $1,038.34 to $1,039.66 | $776.00 |
| $1,039.67 to $1,041.00 | $777.00 |
| $1,041.01 to $1,042.33 | $778.00 |
| $1,042.34 to $1,043.66 | $779.00 |
| $1,043.67 to $1,045.00 | $780.00 |
| $1,045.01 to $1,046.33 | $781.00 |
| $1,046.34 to $1,047.66 | $782.00 |
| $1,047.67 to $1,049.00 | $783.00 |
| $1,049.01 to $1,050.33 | $784.00 |
| $1,050.34 to $1,051.66 | $785.00 |
| $1,051.67 to $1,053.00 | $786.00 |
| $1,053.01 to $1,054.33 | $787.00 |
| $1,054.34 to $1,055.66 | $788.00 |
| $1,055.67 to $1,057.00 | $789.00 |
| $1,057.01 to $1,058.33 | $790.00 |
| $1,058.34 to $1,059.66 | $791.00 |
| $1,059.67 to $1,061.00 | $792.00 |
| $1,061.01 to $1,062.33 | $793.00 |
| $1,062.34 to $1,063.66 | $794.00 |
| $1,063.67 to $1,065.00 | $795.00 |
| $1,065.01 to $1,066.33 | $796.00 |
| $1,066.34 to $1,067.66 | $797.00 |
| $1,067.67 to $1,069.00 | $798.00 |
| $1,069.01 to $1,070.33 | $799.00 |
| $1,070.34 to $1,071.66 | $800.00 |
| $1,071.67 to $1,073.00 | $801.00 |
| $1,073.01 to $1,074.33 | $802.00 |
| $1,074.34 to $1,075.66 | $803.00 |

| If your gross work earnings are between: | We will deduct |
|---|---|
| $1,075.67 to $1,077.00 | $804.00 |
| $1,077.01 to $1,078.33 | $805.00 |
| $1,078.34 to $1,079.66 | $806.00 |
| $1,079.67 to $1,081.00 | $807.00 |
| $1,081.01 to $1,082.33 | $808.00 |
| $1,082.34 to $1,083.66 | $809.00 |
| $1,083.67 to $1,085.00 | $810.00 |
| $1,085.01 to $1,086.33 | $811.00 |
| $1,086.34 to $1,087.66 | $812.00 |
| $1,087.67 to $1,089.00 | $813.00 |
| $1,089.01 to $1,090.33 | $814.00 |
| $1,090.34 to $1,091.66 | $815.00 |
| $1,091.67 to $1,093.00 | $816.00 |
| $1,093.01 to $1,094.33 | $817.00 |
| $1,094.34 to $1,095.66 | $818.00 |
| $1,095.67 to $1,097.00 | $819.00 |
| $1,097.01 to $1,098.33 | $820.00 |
| $1,098.34 to $1,099.66 | $821.00 |
| $1,099.67 to $1,101.00 | $822.00 |
| $1,101.01 to $1,102.33 | $823.00 |
| $1,102.34 to $1,103.66 | $824.00 |
| $1,103.67 to $1,105.00 | $825.00 |
| $1,105.01 to $1,106.33 | $826.00 |
| $1,106.34 to $1,107.66 | $827.00 |
| $1,107.67 to $1,109.00 | $828.00 |
| $1,109.01 to $1,110.33 | $829.00 |
| $1,110.34 to $1,111.66 | $830.00 |
| $1,111.67 to $1,113.00 | $831.00 |
| $1,113.01 to $1,114.33 | $832.00 |
| $1,114.34 to $1,115.66 | $833.00 |
| $1,115.67 to $1,117.00 | $834.00 |
| $1,117.01 to $1,118.33 | $835.00 |
| $1,118.34 to $1,119.66 | $836.00 |
| $1,119.67 to $1,121.00 | $837.00 |
| $1,121.01 to $1,122.33 | $838.00 |
| $1,122.34 to $1,123.66 | $839.00 |
| $1,123.67 to $1,125.00 | $840.00 |
| $1,125.01 to $1,126.33 | $841.00 |
| $1,126.34 to $1,127.66 | $842.00 |
| $1,127.67 to $1,129.00 | $843.00 |
| $1,129.01 to $1,130.33 | $844.00 |