# **SAMPLE**, this page for reference only.

EMPLOYMENT DEVELOPMENT DEPARTMENT PO BOX 1234 SAMPLE CITY, CA 99999-9999



Mail Date:

For Office Use Only:

#### **EDD PHONE NUMBERS:**

ENGLISH 1-800-300-5616 SPANISH 1-800-326-8937 CANTONESE 1-800-547-3506 MANDARIN 1-866-303-0706 VIETNAMESE 1-800-547-2058 TTY 1-800-815-9387

SAMPLE CLIENT NAME 1234 SAMPLE ST. ANY TOWN, CA 99999-9999

# REEMPLOYMENT SERVICES AND ELIGIBILITY ASSESSMENT APPOINTMENT NOTICE

You are receiving this notice because you have been scheduled to attend a Reemployment Services and Eligibility Assessment (RESEA) appointment to assist you in returning to work as quickly as possible.

# FAILURE TO ATTEND THIS APPOINTMENT MAY AFFECT YOUR ELIGIBILITY TO RECEIVE UNEMPLOYMENT INSURANCE (UI) BENEFITS

Prior to your RESEA appointment, you must add or update a résumé in CalJOBS<sup>SM</sup>, the EDD's online job search system. You can access CalJOBS at **www.caljobs.ca.gov**. If you do not have access to the Internet, you may use a computer at the EDD office address listed below.

#### FAILURE TO REGISTER IN CALJOBS MAY AFFECT YOUR ELIGIBILITY TO RECEIVE UI BENEFITS

During your RESEA appointment, you will have the opportunity to:

- Discuss your work search efforts.
- Receive information on appropriate employment services available to you.
- Receive labor market information specific to your job search and occupation.
- Learn about available resources and tools you can use in your work search.
- Learn about reemployment and retraining services available.

Additionally, you will create a reemployment plan and you will be required to attend at least one additional mandatory reemployment service appointment to assist with your reemployment needs. The additional appointment may be after you complete the RESEA appointment or it may be scheduled for another date, time, and potentially in a different location.

## FAILURE TO ATTEND THIS ADDITIONAL APPOINTMENT MAY AFFECT YOUR ELIGIBILITY TO RECEIVE UI BENEFITS

You must complete the enclosed *Reemployment Services and Eligibility Assessment (RESEA) Questionnaire*, DE 8531, and bring it to your RESEA appointment. You must list your job search efforts for the two weeks before your appointment on the Work Search Questionnaire section. If you receive other forms from the EDD, you must complete and mail the forms as instructed.

# YOU MUST PRESENT A PHOTO IDENTIFICATION CONTAINING YOUR NAME AND PICTURE AT THE SCHEDULED RESEA APPOINTMENT

Also, you may be required to present documentation to verify your authorization to work in the United States in order to obtain certain additional reemployment and training services. Failure to present this documentation may result in the denial of the additional reemployment and training services.

For a list of acceptable documents, see the reverse side of this form.

Your RESEA appointment is scheduled for:

DATE TIME

LOCATION OF YOUR APPOINTMENT IS: 1234 Sample Street Any Town, CA 99999-9999

#### ATTENTION: No children are allowed to attend the appointment.

If you are not able to keep your RESEA appointment or you are scheduled for a phone eligibility interview with UI **during the same time** as this appointment, contact the EDD before your scheduled appointment to discuss your eligibility at one of the numbers listed above, or submit a secure message through your UI Online<sup>SM</sup> account.

### ACCEPTABLE DOCUMENTS FOR VERIFYING AUTHORIZATION TO WORK

On the day of your RESEA appointment, additional reemployment or training services may be available to further aid you in your search for work. Some of those services may require you to show documents to verify your authorization to work in the United States before receiving those services. In the event you are eligible for additional reemployment or training services, the following list identifies the acceptable documents, should you choose to bring them with you.

You may present one of the documents from List A to establish your employment authorization **OR** if you do not have one of the documents displayed in List A, you may present one of the documents from List B **AND** one from List C. All the documents must be current and cannot be expired.

### LIST A

- U.S. Passport or U.S. Passport Card.
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
- Foreign passport that contains a temporary *I-551* stamp or temporary *I-551* printed notation on a machine-readable immigrant visa.
- Employment Authorization Document that contains a photograph (Form I-766).
- For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - ◆ Foreign passport; and
  - ◆ Form I-94 or Form I-94A that has the following:
    - √ The same name as the passport; and
    - ✓ An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- · Passport from;
  - The Federated States of Micronesia (FSM) or,
  - ◆ The Republic of Marshall Islands (RMI) with the Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

# OR

LIST B

- Driver's license or ID card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- · Driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

- School record or report card.
- · Clinic, doctor, or hospital record.
- Day-care or nursery school record.

# AND

#### LIST C

- A Social Security Account Number card, unless the card includes one of the following restrictions:
  - ◆ NOT VALID FOR EMPLOYMENT.
  - ♦ VALID FOR WORK ONLY WITH INS AUTHORIZATION.
  - ◆ VALID FOR WORK ONLY WITH DHS AUTHORIZATION.
- Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
- Original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.
- Native American tribal document.
- U.S. Citizen ID Card (Form I-197).
- Identification Card for Use of Resident Citizen in the United States (Form I-179).
- Employment authorization document issued by the Department of Homeland Security.