

# Work Search Requirements

## WHAT YOU NEED TO KNOW

- You must be able to work and available for work.
- You must register online at [vawc.virginia.gov](http://vawc.virginia.gov) or a workforce services agency if you live outside Virginia.
- Beginning the week of May 30th you must make a minimum of two job contacts a week and report it online or over the phone.
  - Online at <https://www.getgov2go.com/>
  - Over the phone at 800-897-5630

**Note: Responses to Blind Ads for jobs or openings are not acceptable as job contacts**

**A blind ad would be any job announcement or advertisement where the name of the employer/company is not provided**

- For every job you apply to, you must retain the as much of the following information that you have regarding a job contact for one year, as VEC can request it at any time:
  - Month, day, and year of contact
  - Complete name of employer contacted
  - Complete address (street, P.O. Box number, city, state, zip code) of employer contacted
  - First and last name of the individual for the employer/company with whom you talked
  - Telephone number of the employer; fax number; and e-mail or web address
  - Type of work or position for which you applied
  - Result of contact
  - If you applied to a job online, an email confirmation of your application

**NOTE: YOU DO NOT HAVE TO GO INTO AN OFFICE TO COMPLETE THESE REQUIREMENTS**