

Instruction Guide for Claimants

Weekly Claim Filing:
Refusal of Work and Refusal of Referral



3/1/2021




Refusal of Work Screens

If you answer **Yes** to “Did you refuse any work during this week? -

Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? (required)
 Yes No [What does this mean?](#)
2. If work had been offered to you, would you have been available to work each day during the week? (required)
 Yes No [What does this mean?](#)
3. Did you refuse any work during the week? (required)
 Yes No [What does this mean?](#)



The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Work** portion of your weekly claim.

Refusal of Work Screens

- Fill out all required fields, then click Next

Refusal of Work Offered

1. Employer Name that you refused work with (required)
2. Employer Address (required)
 - a. Address Line 1
 - b. Address Line 2
 - c. City
 - d. State
 - e. Zip Code
3. Employer Telephone (required)

16. What was your prior rate of pay (\$Amount/Rate)? (required)
\$ /
- a. If Other, specify:
17. Previous work schedule: (required)
(Max 1000 Characters)
18. How long have you been unemployed? (required)
19. Enter any additional information you feel may be necessary.
(Must not exceed 2000 characters)

Refusal of Referral Screens

If you answer **Yes** to “Did you refuse any job referral from the JobLink during the week?” -

Weekly certification details

Some questions have been automatically answered based on your work search responses for this week.

1. If work had been available to you, would you have been physically able to work each day during the week? **(required)**
 Yes No [What does this mean?](#)
2. If work had been offered to you, would you have been available to work each day during the week? **(required)**
 Yes No [What does this mean?](#)
3. Did you refuse any work during the week? **(required)**
 Yes No [What does this mean?](#)
4. Did you refuse any job referral from the JobLink during the week? **(required)**
 Yes No [What does this mean?](#)

The following screens shown in this tutorial will show you what will be displayed for you to complete the **Refusal of Referral** portion of your weekly claim.

Refusal of Referral Screens

- Fill out all required fields, then click Next

Refusal of Referral

1. What was the date of job referral? **(required)**
 / /
2. What was the type of work? **(required)**
(Max 1000 Characters)
3. What was the name of the employer? **(required)**
(Must not exceed 100 characters)
4. What was the rate of pay and frequency? **(required)**
\$ /
 - a. If Other, specify:
5. What were the hours/shift and days of work? **(required)**
(Max 1000 Characters)

Yes No

- a. If No, explain why not:
(Max 1000 Characters)

12. When did you become unemployed? **(required)**
 / /
13. Enter any additional information you feel may be necessary.
(Max 1000 Characters)

This concludes the Refusal of Work/Refusal of Referral Screens tutorial