

WAC 192-180-015 Tracking job search activities—RCW 50.20.240.

(1) **Do I need to keep track of my job search activities?** You must keep a record or log of your job search contacts and the in-person job search activities you receive through the WorkSource office, other affiliated agency, or equivalent public employment agency in the state in which you reside unless you are:

(a) Allowed benefits because you left work to protect yourself or a member of your immediate family from domestic violence or stalking as provided in RCW 50.20.050 (2)(b)(iv); or

(b) Exempt from registration for work under WAC 192-180-005 (1)(a) through (c).

(2) **What information do I need to keep in the log?**

(a) Your job search log must contain sufficient information to establish to the department's satisfaction that you met the job search requirements;

(b) For in-person job search activities at the WorkSource office, other affiliated agency, or the equivalent public employment agency in the state in which you reside, record the date contact was made, and a description of the services you received or the activities in which you participated.

(3) **Is there a specific form I must use?** The department will supply you with a job search log to use in tracking your job search activities. You may use your own form or tracking method as long as it meets the requirements of this section.

(4) **How long should I keep my log?** Keep your log for at least thirty days after the end of your benefit year or thirty days after receiving your final payment on any extension of benefits, whichever is later.

[Statutory Authority: RCW 50.12.010 and 50.12.040. WSR 17-01-051, § 192-180-015, filed 12/13/16, effective 1/13/17. Statutory Authority: RCW 50.12.010, 50.12.040, and 50.20.010. WSR 10-11-046, § 192-180-015, filed 5/12/10, effective 6/12/10. Statutory Authority: RCW 50.12.010 and 50.12.040. WSR 07-22-055, § 192-180-015, filed 11/1/07, effective 12/2/07. Statutory Authority: RCW 50.12.010, 50.12.040, 50.12.042. WSR 05-01-076, § 192-180-015, filed 12/9/04, effective 1/9/05. Statutory Authority: RCW 50.12.010 and 50.12.040. WSR 99-13-002, § 192-180-015, filed 6/3/99, effective 7/4/99.]