

RESEA Checklist

Claimant Name: _____

State ID: _____

Orientation:

RESEA Overview - What is RESEA?
AJC Services Overview

Description of LWDA Services/ Programs
Provide overview of Labor Market Information

Orientation/ First Visit

Mandatory Documentaion:

- UI Eligibility Review
- RESEA Initial Assessment
- Employability Development Plan (EDP)
- Acknowledgment Form
- RESEA Checklist
- Result Event as attended
- Add 592 or 593 Service Code
- Add 196-RESEA Subsequent Schedule Service code
- Add any other applicable services

Resulting Events & Documenting:

- Upload UI Eligibility Review, EDP, Acknowledgement Form, Initial Assessment and Checklist
- Copy of Acknowledgment Form and EDP given to claimant
- Enter detailed case note of visit

Final Return:

Mandatory Documentaion:

- UI Eligibility Reviews
- Employability Development Plan (EDP)
- RESEA Checklist
- Result Event as attended
- Enter 198 - RESEA Program Competed service code
- Add any other applicable services

Resulting Events & Documenting:

- Upload UI Eligibility Review, EDP, and Checklist
- Enter detailed case note of visit

Signature:

Signature:

Staff Name: _____ Date: _____

Staff Name: _____ Date: _____



Placements or Exemptions:

Job Placement Verification:

Job Placement Verification Form - Completed
Upload documents in VOS (ERI and placement verification)
Enter detailed case note of visit
Enter 193-RESEA Placement service code
Email Central Office staff to notify them of uploaded documentation

Distance Exemption:

Verify claimants address in VOS
Verify and document distance in miles using Google Maps
Upload documents (screenshot) in VOS
Case note reason for exemption
Enter 194-RESEA Exempt service code
Email Central Office staff to notify them of uploaded documentation

Medical Exemption:

Collect UI Eligibility Review and notify Central Office staff that documentation has been uploaded
Reschedule claimant for 12 days from the date of contact
Cancel claimant's event and register for a new event
If Exempt:
Apply 194-RESEA Exempt service code
Cancel Claimants event
Upload UI Eligibility Review and email Central Office staff to notify them of uploaded documentation
Case note reason for exemption

Training Exemption:

Collect UI Eligibility Review, upload, and email Central Office staff to notify them of uploaded documentation
Reschedule claimant for 12 days from the date of contact
Cancel claimant's event and register for a new event
If Exempt:
Apply 194-RESEA Exempt service code
Cancel Claimants event
Upload UI Eligibility Review and email Central Office staff
Case note reason for exemption

Union Member:

Collect proof of union membership from claimant and upload to Jobs4TN
Enter 194-RESEA Exempt service code
Cancel claimant's event
Case note reason for exemption
Email Central Office staff to notify them of uploaded documentation

Job Attached:

Collect proof that claimant is returning to work with their separating employer from claimant and upload to Jobs4TN
Enter 194-RESEA Exempt service code
Cancel claimant's event
Case note reason for exemption
Email Central Office staff to notify them of uploaded documentation

Signature:

Staff Name: _____ Date: _____