«NAMEFRST» «DATE»

«STREETNAME1»

«CITY»

Dear «NAMEFRST»:

In these challenging times, many people experience long-term unemployment. To assist individuals with reemployment opportunities, the Department of Labor implemented the Re-Employment Services (RES) program. This program focuses on those individuals who have been determined “likely to exhaust their unemployment benefits”. Since you meet the criteria for selection, you have been selected to participate in this program.

The authority for this program is found in Section 3315(4), Title 19 of the Delaware Code. In order to receive unemployment insurance, you are required to attend an Information Session, and to work with an employment service specialist to begin your job search efforts and other available services. This program will help you to return to employment.

At any point in the process that you do not comply with the Profiling Program, we are required to notify Unemployment Insurance (UI). Non-compliance in the Profiling Program will affect your unemployment insurance benefits. Noncompliance may be fixed at any time. Simply go to the Resource Room in the local office and ask the staff for your RES Job Search Compliance log and begin you job search. You will become compliant when you complete 10 hours of job search within a 5 day period in a Division of Employment and Training (DET) Resource Room. Your Compliance log must be signed off daily by staff to verify your job search hours.

Your next step is to attend one of the Information Sessions listed below. Please choose the session that works best for you. You do not need to contact (DET) to advise what day you have chosen.

If you fail to attend one of the below information sessions you will be **noncompliant**.

The Information Sessions are filled on a first come, first serve basis. Please make necessary arrangements to spend three hours at the Session since you will be completing an in-depth assessment on that day.

We look forward to working with you to meet your reemployment needs.

**DATE:** «ORIENTATION1» or «ORIENTATION2»

**TIME:** «Time1» «Time2»

**Location**: «One-Stop location, address»

**CONTACT PERSON:** «Local RES staff person»

**TELEPHONE:** «phone number»