«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 Reemployment and Eligibility Assessment (REA) program. This program was created as a result of the Middle Class Tax Relief and Job Creation Act of 2012. Since you meet the criteria for selection, you have been chosen to participate in this program. This program will assist you to get back to work.

At any point in the process that you do not comply with the REA Program, we are required to notify Unemployment Insurance (UI). Non-compliance in the REA Program will affect your unemployment insurance benefits.

Your next step is to attend the REA Workshop listed below. You will need to bring your completed work search log that you were provided by UI. Your work search log will be reviewed during the workshop, so ensure it is complete and accurate prior to the workshop. If you fail to attend the REA Workshop or fail to bring your completed job search log, you will be **noncompliant**, and reported to UI as non-compliant. The REA Workshop is approximately 2.5 hours.

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

**DATE:** «ORIENTATION» **TIME:**

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

**For Official Use Only**

Client participant ID: «pid»