

REA Forms Guide

Form (Title and Number)	Purpose	Completed or Reviewed By	Frequency	Retention
UI Eligibility Questionnaire (WS 1)	To identify potential issues of ineligibility for unemployment insurance and assess prospects for re-employment.	To be completed by the REA Participant and reviewed by REA staff.	Prior to each scheduled REA assessment interview.	Retain until receipt of new form during next visit. Or up to 90 days after last visit.
Work Search Agreement (WS 2)	To provide participant with a written description of the agreed upon types of work, wage and prevailing wages they must seek and accept as a requirement of UI and reinforces other UI work search requirements. In order to be official this agreement must be signed and dated by the participant and the REA Staff member.	To be completed by the REA Participant and REA staff member.	During each scheduled REA assessment interview.	Retain and replace only if participants situations change, up to 90 days after last visit.
Next Step Service Plan – 1st REA Appointment (WS 3)	To outline any issues identified during the interview and summarizes specific steps/referrals to service to be taken based on the assessment interview.	To be completed by REA staff member and signed by the participant.	At the initial REA assessment interview. The customer should leave with a copy of the signed Next Steps Service Plan – Follow-up REA.	Retain until the next scheduled REA interview; up to 90 days after last visit.
Next Step Service Plan – Follow-up REA (WS 4)	To outline any issues identified during the interview and ensure compliance with the agreed upon next steps plan developed during the last interview.	To be completed by the REA staff member and signed by the participant.	During each subsequent REA interview. The customer should leave with a copy of the signed Next Steps Service Plan – Follow-up REA.	Retain until the next scheduled REA interview; up to 90 days after last visit.
Work Search Record (WS 5)	To assist REA participants in maintaining a log of all their work search efforts as required.	To be completed by participant prior to each REA interview.	During each scheduled REA assessment interview.	Retain until the next scheduled REA interview; up to 90 days after last visit.