

July 9, 2013

SQ «SeqNo»

«FirstName»«MiddleName»«LastName»
«Address1»«Address2»
«City», «StateCode»«ZipCode»

Dear«FirstName»«LastName»:

As a claimant filing for Maryland **Emergency Unemployment Compensation benefits**, you are required to take part in the *Emergency Unemployment Compensation Re-Employment Assessment* program administered through the Maryland Department of Labor Licensing and Regulation (DLLR). **The EUC Reemployment and Eligibility Assessment Program (EUCREA)** has been designed to provide you with an individualized assessment and work search review to assist you in quickly returning to work.

Please note that you may use the EUCREA meeting as one of your job search requirements for the date of your attendance of the meeting. **Your attendance is mandatory. Should you fail to attend, you will lose your Emergency Unemployment Compensation Benefits.**

You are **required** to attend the following appointment in order to continue receiving your EUC benefits:

Date: «ScheduledDate»
Time: «StartTime»– «EndTime»
Location: «Location»
 «CityStateZip»

- Union Hall member working with hiring hall
- In approved training with a work search waiver
- Already attended an Early Intervention (EI) Workshop within the past 90 days

Potential Program Exemptions

If you feel you qualify for an exemption to this program or if you require a disability related accommodation, please contact the **AREA NAME** One Stop Career Center at **xxx-xxx-xxxx**.

Please arrive 15 minutes prior to your scheduled meeting to allow adequate time for parking and check-in. Please do not bring children with you to your meeting. All forms and/or online requirements must be completed. Late arrival and/or incomplete forms may require a reschedule of your meeting.

We look forward to meeting and assisting you with your transition back to work.

Sincerely,

Department of Labor, Licensing and Regulation

Para evitar el retraso y la pérdida de seguro de desempleo de emergencia (EUC), suparticipación en el programa de (EUC) es requerida. La falta de atención al programa terminará en la pérdida de sus beneficios. Para asistencia en español, por favor llame o visite su Centro local, "the One Stop Career Center." Las direcciones de los locales están adjuntas en esta carta.

ONE STOP CAREER CENTERS

(E) = Aqui se habla español (ESOL) = English Classes (FS) = Full-Service Center

ANNE ARUNDEL COUNTY

(FS) Glen Burnie Career Center
7480 Baltimore-Annapolis Boulevard, Suite 100
Glen Burnie, MD 21061
Hours: 8 AM - 4 PM, M-F
Phone: 410-424-3240 / Fax: 410-508-2002

(E)(FS) Career Center
80 West Street
Annapolis, MD 21401

Hours: 8:30 AM - 4:30 PM, M-F
Phone: 410-269-4429 / Fax: 410-974-2023

(FS) Arnold Career Center
1460 Ritchie Highway, Suite 207
Arnold, MD 21012

Hours: 8:30 AM - 4:30 PM, M-F
Phone: 410-793-5635 / Fax: 410-793-5639

BALTIMORE CITY

(ESOL) (FS) Baltimore Works One Stop Career Center
1100 N. Eutaw Street, Room 101
Baltimore, MD 21201
Hours: 8:30 AM - 4:30 PM, M-F
Phone: 410-767-2148 / Fax: 410-333-7858
TTY: 410-767-2117

(FS) Eastside One Stop Career Center
3001 E. Madison Street
Baltimore, MD 21205

Hours: 8:30 AM - 4:30 PM, M-W, F
8:30 AM - 7 PM, Th
Phone: 410-396-9030 / Fax: 410-396-4063

(FS) Northwest One Stop Career Center
(Re-entry Center) Mondawmin Mall
2401 Liberty Heights Avenue, Suite 302
Baltimore, MD 21215

Hours: 8:30 AM - 4:30 PM, M, W-F
8:30 AM - 7 PM, T
Phone: 410-523-1060 / Fax: 410-523-0970

BALTIMORE COUNTY

(E) (ESOL) (FS) Baltimore County Workforce Development Center
at Eastpoint
7930 Eastern Boulevard
Baltimore, MD 21224
Hours: 8:30 AM - 4:30 PM (Computer lab 4 PM)
Phone: 410-288-9050 / Fax: 410-288-9260

(FS) Baltimore County Workforce Development Center
at the Liberty Center
3637 Offutt Road
Randallstown, MD 21133
Hours: 8:30 AM - 4:30 PM (Computer Lab 4 PM)
Phone: 410-887-8912 / Fax: 410-496-3136

(FS) Baltimore County Workforce
Development Center at Hunt Valley
11101 McCormick Road, Suite 102
Hunt Valley, MD 21031

Hours: 8:30 AM - 4:30 PM (Computer Lab 4 PM)
Phone: 410-887-7940 / Fax: 410-329-1317

FREDERICK COUNTY

(E) (ESOL) (FS) Frederick County Workforce Services
Frederick County Business and Employment Center
5340 Spectrum Drive, Suite A
Frederick, MD 21703
Hours: 8 AM - 6 PM, M-Th; 8 AM - 4 PM, F
Phone: 301-600-2255 / Fax: 301-600-2906

LOWER SHORE

(E) (ESOL) (FS) WICOMICO COUNTY
One Stop Job Market
31901 Tri-County Way, Suite 111
Salisbury, MD 21804
Hours: 8 AM - 5 PM, M-F
Phone: 410-341-8533 / Fax: 410-334-3454

MID-MARYLAND

CARROLL COUNTY
(E) (ESOL) (FS) Business & Employment Resource Center
224 N. Center Street
Westminster, MD 21157
Hours: 8 AM - 5 PM, M-F
Phone: 410-386-2820 / Fax: 410-876-2977

HOWARD COUNTY

(E) (FS) Columbia Workforce Center
7161 Columbia Gateway Drive, Suite D
Columbia, MD 21046
Hours: 8 AM - 4:30 PM, M-F
Phone: 410-290-2600 / Fax: 410-312-0834

MONTGOMERY COUNTY

(E) (ESOL) (FS) MontgomeryWorks
Westfield Shopping Center, South Office Building
11002 Veirs Mill Road
Wheaton, MD 20902
Hours: 8:30 AM - 5 PM, M & W
8:30 AM - 6 PM, T & Th; 8:30 AM - 3 PM, F
Phone: 301-929-4350 / Fax: 301-929-4383

(E) (FS) MontgomeryWorks

Germantown One Stop Career Center 12900 Middlebrook Road
Germantown, MD 20874
Hours: 8:30 AM - 5 PM, M-Th; 8:30 AM-3, F
Phone: 240-777-2050 / Fax: 240-777-2070

PRINCE GEORGE'S COUNTY

(E) (ESOL) (FS)
1100 Mercantile Lane, Suite 100
Largo, MD 20774
Hours: 8 AM - 4:30 PM, M-Th; 8 AM - 2 PM, F
Phone: 301-618-8425 / Fax: 301-386-5533

(E) (FS) Laurel Regional Workforce Center
312 Marshall Avenue, 6th Floor
Laurel, MD 20707
Hours: 8 AM - 4:30 PM, M-Th
8 AM - 2 PM, F
Phone: 301-362-9708 / Fax: 301-362-9719
301-362-9709 español

SOUTHERN MARYLAND

(E) (FS) CHARLES COUNTY
Southern MD JobSource
175 Post Office Road
Waldorf, MD 20602
Hours: 8 AM - 4 PM, M-F
Phone: 301-645-8712 / Fax: 301-645-8713

SAINT MARY'S COUNTY

(FS) Southern MD JobSource
The Joseph D. Carter, Multi-Service Center
23110 Leonard Hall Drive, P.O. Box 282
Leonardtown, MD 20650
Hours: 8 AM - 4 PM, M-F
Phone: 301-880-2800 / Fax: 301-475-4106

SUSQUEHANNA REGION

HARFORD COUNTY
(FS) Bel Air Workforce Center
2 South Bond Street, Suite 204
Bel Air, MD 21014
Hours: 8 AM - 4:30 PM, M-F
Phone: 410-836-4603 / Fax: 410-836-4640

(FS) Aberdeen Workforce Center
Community Services Building
34 N. Philadelphia Boulevard, 3rd Floor
Aberdeen, MD 21001
Hours: 8 AM - 4:30 PM, M-F
Phone: 410-272-5400 / Fax: 410-272-2092

CECIL COUNTY

(FS) Cecil County Workforce Center
1275 West Pulaski Hwy, Elkton, MD 21921
Hours: 8 AM - 4:30 PM, M-F
Phone: 410-996-0550 / Fax: 410-996-0555

UPPER SHORE

(FS) DORCHESTER COUNTY
627A Race Street
Cambridge, MD 21613
Hours: 8 AM - 4 PM, M-F
Phone: 410-901-4250 / Fax: 410-221-1817

KENT COUNTY

(FS) The Kent Family Center
601 High Street
Chestertown, MD 21620
Hours: 8 AM - 4 PM, M-F
Phone: 410-778-3525 / Fax: 410-778-3527

(E) (ESOL) (FS) TALBOT COUNTY

Bay Street Plaza
301 Bay Street, Suite 301
Easton, MD 21601
Hours: 8 AM - 4 PM, M-F
Phone: 410-822-3030 / Fax: 410-820-9966

WESTERN MARYLAND

ALLEGANY COUNTY
(FS) Allegany County One-Stop Job Center
138 Baltimore Street, Suite 102
Cumberland, MD 21502
Hours: 8 AM - 4 PM, M-F
Phone: 301-777-1221 / Fax: 301-784-1702

GARRETT COUNTY

(FS) Garrett County One-Stop Job Center
221 South Third Street
Oakland, MD 21550
Hours: 8 AM - 4 PM, M-F
Phone: 301-334-3972 / Fax: 301-334-2106

(E) (FS) WASHINGTON COUNTY

Washington County One-Stop Job Center
14 N. Potomac Street, Suite 100
Hagerstown, MD 21740
Hours: 8 AM - 4 PM, M-W, F
8 AM - 3 PM, Th
Phone: 301-393-8200 / Fax: 301-791-4673



www.dllr
r.maryland.gov

americanjobcenter



Social Security Number _____ - _____ - _____ Name: _____

Phone # _____ - _____ - _____ MWE User Name: _____

1. Are you seeking and willing to accept full time work? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Do you have access to transportation to seek and accept work? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Do you attend or are you registered for school or a training program? <input type="checkbox"/> Yes <input type="checkbox"/> No	4. Do you have any responsibilities that interfere with you seeking or accepting full time work (care of children, parents etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No
5. What is the lowest wage you will accept for that kind of work? \$ _____ Hr./Wk / Mo	6. Are you willing to work all shifts normal to your occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Are you willing to work all days normal to your occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Are you a U.S. Military Veteran, or eligible spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates of Service: From ____/____/____ To ____/____/____	9. What is your highest level of Education? (highest grade) _____ Degree/Diploma: <input type="checkbox"/> H/S <input type="checkbox"/> AA <input type="checkbox"/> BA/BS <input type="checkbox"/> MA

List Your Last Two Employers:

Last Employer: _____ Dates Worked: _____ to _____ Job Title: _____
 Pay Rate: \$ _____ Hr./Wk / Mo Reason for Separation: Lack of Work Discharge Quit Other _____

Next to Last Employer: _____ Dates Worked: _____ to _____ Job Title: _____
 Pay Rate: \$ _____ Hr./Wk / Mo Reason for Separation: Lack of Work Discharge Quit Other _____

WORK SEARCH LOG

You are required to make two (2) contacts per week to keep your Unemployment Insurance claim active. Please list two (2) contacts per week for the last four (4) weeks, starting at the date at the bottom of this form next to your signature.

Your work search is subject to verification. Failure to provide your work search records when requested may result in a denial of benefits.

Approved methods of contact are: **T** = Telephone, **P** = Person, **R** = Resume, **I** = Internet

Date MM/DD/YYYY	Employer's name contact name & title	Employer Address & Phone number or website	Job Title	Method/ Results

For Official Use Only
 Reviewed Date: _____
 State Merit Rep: _____

Claimant Signature: _____ Date ____/____/____

DO NOT MAIL THIS FORM
 YOU MUST BRING TO YOUR APPOINTMENT

