

**871—24.11(96) Eligibility review program.**

**24.11(1) Purpose.** The eligibility review program is used to accelerate the individual's return to work and systematically review the individual's efforts toward the same goal.

**24.11(2) Individuals requiring an eligibility review.**

*a.* Selected individuals claiming intrastate benefits and interstate benefits shall be required to complete the eligibility review Form 60-0232 at times determined by the department after they have filed an initial or additional claim.

*b.* Rescinded IAB 8/6/03, effective 9/10/03.

**24.11(3) Eligibility review form.** Form 60-0232 contains information relating to eligibility and availability furnished by and to the individual, instructions and advice on reemployment that is given to the individual and the results of the individual's job search efforts.

*a.* The Eligibility Review Form 60-0232 encourages individuals to record information that bears directly on reemployment prospects and continued eligibility data.

*b.* It should conserve benefit funds through early identification of individuals who are restricting their availability.

*c.* It assures that job-ready individuals receive maximum exposure to available jobs by a workforce development center.

**24.11(4) Eligibility review procedure.**

*a.* After an individual has claimed a number of weeks of intrastate benefits as designated by the department, the workforce development center shall receive a computer selected list of individuals claiming benefits. The list shall be retained in the workforce development center so work search assistance and reemployment services can be provided as needed by the claimant.

*b.* No eligibility review will be performed on an individual unless monetary and nonmonetary eligibility are established.

*c.* An Eligibility Review Questionnaire shall be mailed or provided to the individual.

*d.* A copy of the Eligibility Review Questionnaire shall be sent to the workforce development center only on an individual who is in an active status at the time of its printing. If the individual fails to respond to the Eligibility Review Questionnaire within the designated period of time printed on the questionnaire, the workforce development center shall issue a Form 60-0131, Notice to Report. If the individual does not respond after this action has been taken, the department must issue an appropriate failure to report decision and lock the claim to prevent payment.

*e.* In cases of illness, injury or pregnancy, an unemployment insurance representative shall determine when and if a personal appearance shall be conducted. The representative shall be responsible for determining continuing eligibility or noneligibility of the individual based on the information obtained on the Form 60-0141, Request for Medical Report, or the facts presented during the interview. If the representative believes an additional Form 60-0141 may be needed, the representative shall initiate the request in the regular manner. Special attention shall be given to work search, i.e., number of contacts, types of contacts and the available job market information.

*f.* Before an administrative law judge can rule on a disqualification for failure to report at an Iowa workforce development center as directed, there must be evidence to show that the individual was required to report for an interview.

*g.* Rescinded IAB 8/6/03, effective 9/10/03.

**24.11(5) Scheduling first eligibility review interview.** Individuals shall be scheduled for an eligibility review interview if:

They are in demand occupations and still unemployed; it appears that they need help in finding work or their eligibility is suspect.

**24.11(6) Eligibility Review Form 60-0232.**

*a.* The Eligibility Review Form shall be completed by the individual. This form documents the information provided by the individual. The unemployment insurance representative reviews the information to determine if there are any disqualifying issues that need to be reviewed by conducting an interview in the local office or by telephone. If the interview is conducted by telephone, the individual may waive the opportunity for an in-person interview. The form also contains the individual's work

search plan and the unemployment insurance representative's advice and instruction to the individual concerning eligibility requirements and work search plans.

*b.* Rescinded IAB 8/6/03, effective 9/10/03.

**24.11(7)** *Conducting the first eligibility review interview.*

*a.* All available evidence must be examined to detect potentially disqualifying issues.

*b.* The individual's need for advice, assistance or instructions must be determined and conveyed to the individual.

*c.* The interview as recorded on the form must convey to the individual the requirements that must be satisfied to maintain eligibility insofar as work search and availability are concerned.

*d.* This advice, assistance or instruction constitutes an understanding and agreement between the individual and the unemployment insurance representative at the conclusion of the interview regarding the individual's willingness and ability to eliminate any barriers to obtaining reemployment which otherwise would result in referral for adjudication.

*e.* The individual shall be advised of what constitutes an acceptable effort to obtain reemployment in accordance with state policy considering local labor market information and the individual's occupation.

*f.* The final objective of the interview is to determine whether a subsequent interview is needed. This shall be based on expected return to work date, job openings in area, local labor market conditions, etc.

**24.11(8)** *Eligibility Review Statistics, Form 68-0150.* Rescinded IAB 8/6/03, effective 9/10/03.

This rule is intended to implement Iowa Code sections 96.4(3) and 96.6(1).