

North Carolina Department of Commerce - Division of Workforce Solutions

Roy Cooper, Governor
Anthony M. Copeland, Secretary

Will Collins, Assistant Secretary for Workforce

Reemployment and Eligibility Assessment

DATE: 8/29/2018

TERRANCE CAUGHMAN

xxx-xx-6664

You have been selected to participate in the Reemployment and Eligibility Assessment (REA) Program offered by the Division of Workforce Solutions (DWS). Your appointment date, time and location are listed below.

Participation in this program is **mandatory**. Failure to attend your appointment may impact your eligibility for unemployment insurance benefits. You must bring valid photographic identification (ID). Photographic ID will be required in order for you to complete this appointment. Acceptable valid ID is a photographic ID issued at the federal, state or local government level, such as a driver's license, passport or government ID card. Please bring your work search record and a copy of your resume with you. The REA Orientation and related activities may last from one (1) to three (3) hours. Questions about this notification should be directed to the office listed below.

WHERE: WORKFORCE OFFICE
SUITE 100
5601 EXECUTIVE CENTER DRIVE
CHARLOTTE NC 28212

PHONE: (704) 566-2870
FAX: (704) 566-2856

WHEN: 9/5/2018 TIME: 8:30 AM

Please show this letter to the receptionist when you arrive at the office. You will be directed to the REA Orientation. If you are unable to make this appointment, you must contact the office to reschedule as soon as possible. As a REA participant you will meet with a member of our staff who will assist you in developing an individualized plan to assess your career options and provide in-depth services that will help you become more competitive in today's labor market.

If you have internet access, you should register for work or update an existing registration in our job search and referral system, NCWorks Online at <https://www.NCWorks.gov> prior to your appointment. As a registered jobseeker with NCWorks Online, you will have access to a full range of services to assist in your reemployment; such as job openings, career assessment tools, educational services, resume preparation, cover letter templates, and other career resources. While online, you may access the Career Services link which provides labor market and career information based on your interests and work experience. If you use any of the tools from this link, please save online or bring the suggested list of careers or other documentation to verify completion of these online career tools you come in for your appointment. Completing the steps above will greatly expedite your visit.

If you are unable to register with NCWorks Online beforehand, staff will assist you during your visit. Staff will complete your registration at that time as well as conduct a labor market and career analysis.

If you have returned to work full-time, please notify the Workforce Office listed above by telephone or fax. Additional contact information can be found at <https://www.NCWorks.gov>, under Resources and Services, select "Find a Workforce Career Center" or you may check your local telephone directory.

We look forward to seeing you on the appointed date.