

WorkOne

What to know when filing for unemployment benefits



How do I apply?

■ As soon as you become unemployed you should file for unemployment insurance. To apply for benefits go to www.uplink.in.gov/dwd/2625.htm or if you do not have internet access, go to your nearest full service WorkOne Center.

■ All initial applications must be completed online. You can file for unemployment online from any location with internet availability (for example: at home, library, or school). You don't have to physically come to an office to file for unemployment.



What is required when filing the initial claim?

■ Last employer's name, mailing address, phone number and dates of employment.

■ Your address, social security number, phone number and the reason you are unemployed.

■ The best and most effective way to file a voucher is online, but if you are bringing in a paper voucher have it fully and correctly filled

out when you arrive at the WorkOne office.

■ If you are in a hiring hall union you need to know the good standing date.

■ If you are laid off and your return to work date has been moved you need to bring in a new letter from the company or fill out a waiver form that can be provided from WorkOne.



Do I qualify for benefits?

■ If you are unemployed due to no fault of your own.

■ If you are able, available, and actively seeking full-time work.

■ You must have wages totaling at least \$2,750 in the first 4 of the last 5 calendar quarters before you file for unemployment. \$1,650 of those

wages must have been earned in the third and fourth quarter.



What to expect?

■ Within ten days, you will receive a wage transcript and benefits computation from DWD.

■ This does not mean you qualify for benefits; it is a statement providing the claimant with a weekly benefit amount and an overall maximum benefit amount.

■ You will receive correspondence from DWD if there is a problem with your claim.

■ Problems include:

■ Discharge, quitting or other issues that could affect eligibility. These are issues that must be investigated. During this process benefits will remain on hold.



What's next?

■ Each week claimants are required to submit a voucher, a weekly update on employment status.

■ Claimants must begin filing a weekly voucher once they apply for unemployment benefits.

■ Vouchers can be completed anytime after midnight Saturday up to the following Saturday.

■ Electronic vouchers are generally processed within two days, paper vouchers can take up to three weeks to process.

■ Failure to complete a voucher properly or submitting multiple vouchers could delay payment. You must wait 10 days before filing additional vouchers, if you have not been receiving your benefits.

■ If you are reporting a payment from an employer on your voucher please include a pay stub or:

■ Type of payment

■ Employer name

■ Gross payment (before taxes)

To find the WorkOne nearest you, go to www.Work-One.org, or for more information, visit www.in.gov/dwd.

WorkOne



When will I receive benefits?

- You are not paid the first week you claim after filing. It takes three weeks from when you are approved to receive payment, if there are not issues on your claim.
 - This is your waiting period. Once you are approved you will be paid for the past weeks you filed a claim.

- Benefits are issued through a VISA debit card. All of your payment will be credited to this account.
 - You will receive the debit card 7-10 business days after the first payment is credited.



Are there other resources available?

- Indiana Career Connect assists Hoosier job seekers with finding job openings, creating a resume, exploring careers and researching the job market.
 - The site also has education and training information, online learning and skill development, veterans and youth services.

- All services can be accessed online at www.indianacareerconnect.com You do not have to qualify for unemployment insurance to use Indiana Career Connect. However, if you are filing for unemployment, failure to register and complete a resume on Indiana Career Connect will result in non payment of benefits.



How do I file for extended benefits:

- Extension claims must be filed online.
 - You can receive state unemployment benefits for up to 26 weeks. Once you have exhausted these benefits you can file for federal benefits.
 - You can not qualify or file for the extended unemployment benefits until your current claim has zero balance.



What to expect?

- You will receive a wage transcript and benefits computation after you file for the first extension.
 - The weekly benefit amount will remain the same.
 - Extended benefits can be collected for a maximum of 20 weeks.

FAQ About July 1 changes

Q. How did the work search requirements change as of July 1 for unemployment insurance benefit recipients?

A. All claimants must actively search for work on a weekly basis. This includes applying for one job and looking for work at two other locations per week, except those with work-search waivers.

Q. Do I need to send DWD a copy of the application I submit to a company on a weekly basis?

A. No. Unemployment Insurance benefit recipients only need to list the name and contact information of the company where they applied on their weekly voucher. If a claim is audited, DWD will contact the company directly to verify an application was submitted.

Q. Where do I list the company I applied on my voucher?

A. Claimants should list the application location first in the list of three companies in their weekly work search.

Q. Can I just send a resume or fill out an application anywhere or do I need to apply for an open position?

A. Unemployment Insurance benefit recipients must apply for one open position per week. Sending a resume or applying at a company that is not currently hiring is not considered applying for work, although it would qualify as one of the claimant's "looking for work" at two additional locations.

Q. Does applying online or mailing a company my resume qualify as applying for a job?

A. Yes, if you are applying for a specific job opening with a company.

Q. I am a union member and participate in a hiring hall. Do I need to apply for work?

A. Membership in a union hiring hall fulfills the work-search requirements, thus these workers do not need to separately apply for one job per week and look for work at two additional locations.

Q. I have been temporarily laid-off and have a specific return to work date; do I need to apply for one job per week?

A. If the lay-off is less than 60 days, you do not need to apply for one job per week or search for work at two additional locations. If the lay-off is longer than 60 days, you must complete the weekly application and work-search.

Q. Where can I find open jobs in my area?

A. There are many options for job seekers. The largest listing of available jobs in Indiana is www.indianacareerconnect.com. This free service operated by the State of Indiana has thousands of available jobs listed for all regions of the state.

Q. Do I need to post my resume on IndianaCareerConnect.com if I have a work-search waiver?

A. No. Unemployment insurance benefit recipients who have a work-search waiver due to a union hiring hall, return to work date less than 60 days, or are in DWD approved training do not need to register or post their resume on www.indianacareerconnect.com.